CHAPTER 6

TRANSPORTATION OPERATIONS

Transportation operations consist of the control and accountability of all Civil Engineer Support Equipment (CESE); the hauling of personnel, equipment, materials, and construction supplies; the storage and delivery of petroleum products; the storage and accountability of collateral equipment and attachments; the support of construction projects; and the support of the maintenance program by cycling, washing, greasing, and processing CESE through the mechanic shops. This chapter presents the basic information required for you to perform your duties effectively when assigned to support the operations of a transportation pool.

ADMINISTRATION

The Navy has invested millions of dollars in equipment, equipment repair parts, lubricants, and training that allows the Seabees to perform assigned tasking. Having the basic knowledge of the procedures, reports, and forms used in the management of the transportation pool or department is part of your responsibility as an Equipment Operator.

LICENSE

Navy policy, according to the *Management of Transportation Equipment,* NAVFAC P-300, is to ensure that all military personnel, civilian employees, and contractor personnel operating vehicles and equipment on a naval installation are qualified and properly licensed. Navy policy accepts, without further testing and examination, a valid operator's license issued by a state or jurisdiction as proof the applicant has achieved the proficiency level required to operate government vehicles up to 10,000 pounds gross vehicle weight (GVW).

According to the *Equipment Management Manual,* NAVFAC P-404, all personnel in the NCF and special operating units (SOUs) who operate government-owned or rented equipment must be qualified and have a valid U.S. Government Operator's License in their possession. This license must cover the size and type of vehicle to be operated. A Government Operator's License is not an authorization for an operator to use a piece of equipment. The proper authorization is a valid trip ticket.

APPLICATION FORMS

To obtain an operator's license, you must submit an application form to the license examiner. The proper form to, use in applying for an automotive or material-handling equipment (MHE) license is an Application for Vehicle Operator's Identification Card, NAVFAC 11240/10 (figs. 6-1A and 6-1B). The form used to apply for a license for other type of equipment is the Application for Construction Equipment Operator License, NAVFAC 11260/1 (figs. 6-2A and 6-2B).

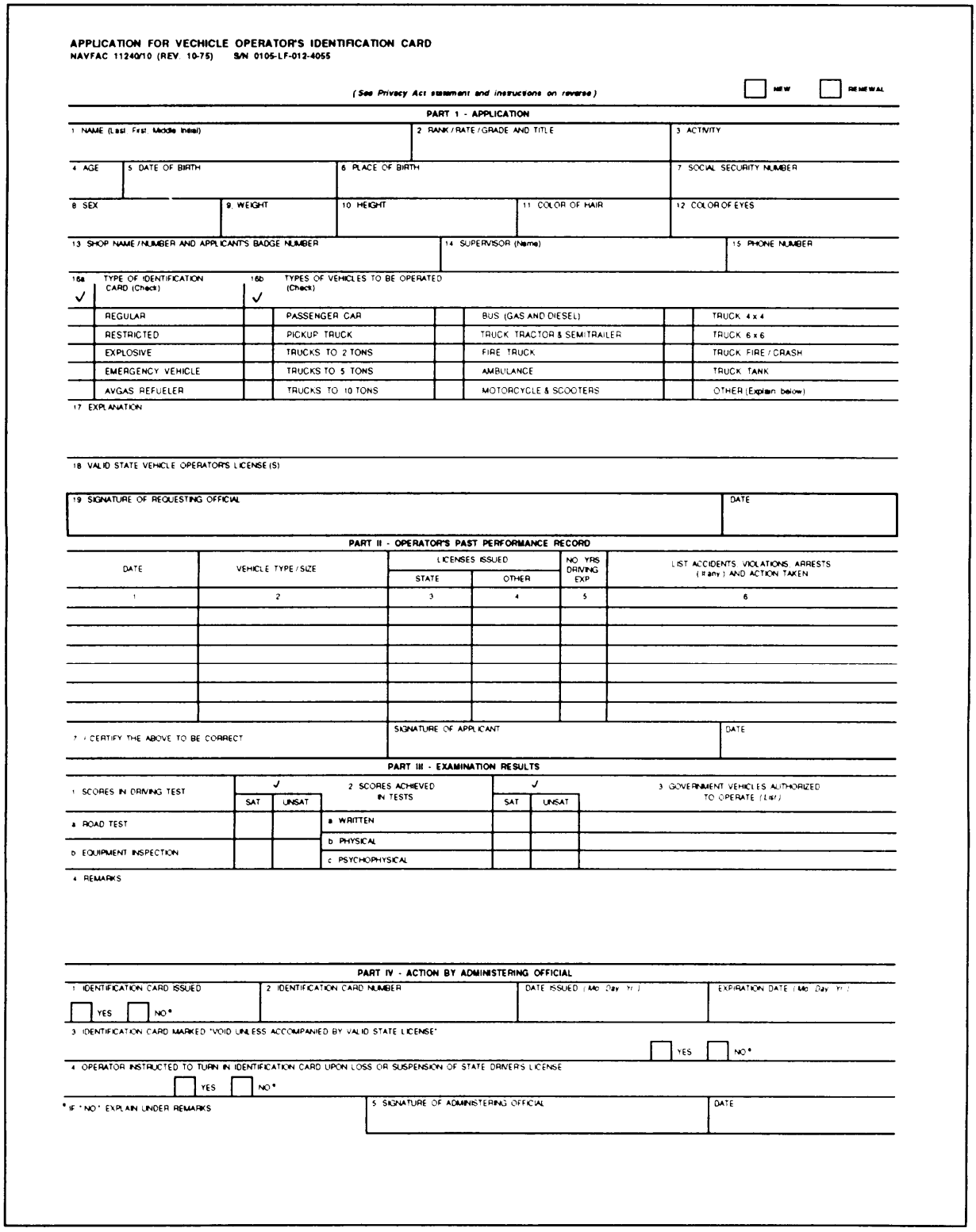
These forms provide information pertinent to applying for and issuing or denying licenses to applicants. The type of license being requested must be shown in part 1 of the application forms. All applicant forms are completed by the applicant and are signed by the company commander or the company chief. The license examiner maintains the NAVFAC 11240/10, NAVFAC 11260/1, and the Standard Form 47 in a file for each person who possesses a license.

STANDARD FORM 47

The Standard Form 47 (fig. 6-3) is the Physical Fitness Inquiry for Motor Vehicle Operators. As an operator, you must have no physical defects or emotional instability that make you a hazard to yourself and others. The license examiner will review and evaluate this form, plus any other available information regarding your physical condition and determine if a physical examination is required. Physical examinations are performed by the Medical Department.

LICENSE TEST

Part of the process for receiving a license is to take a written test administered by the license examiner. These tests are based on traffic laws and regulations, accident reporting procedures, operator's maintenance responsibilities, safe driving practices, and the characteristics and limitations of the types of equipment for which the test is being given. If you need information particular to a piece of equipment, you can obtain the operator's manual located in the technical



APPLICATION FOR VECHICLE OPERATOR'S IDENTIFICATION CARD
NAVFAC 11240/10 (REV. 10-75) S/N 0105-LF-012-4055

(See Privacy Act statement and instructions on reverse) ☐ NEW ☐ RENEWAL

PART I - APPLICATION

1 NAME (Last, First, Middle Initial)	2 RANK / RATE / GRADE AND TITLE	3 ACTIVITY

4 AGE	5 DATE OF BIRTH	6 PLACE OF BIRTH	7 SOCIAL SECURITY NUMBER

8 SEX	9 WEIGHT	10 HEIGHT	11 COLOR OF HAIR	12 COLOR OF EYES

13 SHOP NAME / NUMBER AND APPLICANT'S BADGE NUMBER	14 SUPERVISOR (Name)	15 PHONE NUMBER

16a ✓	TYPE OF IDENTIFICATION CARD (Check)	16b ✓	TYPES OF VEHICLES TO BE OPERATED (Check)				
	REGULAR		PASSENGER CAR		BUS (GAS AND DIESEL)		TRUCK 4 x 4
	RESTRICTED		PICKUP TRUCK		TRUCK TRACTOR & SEMITRAILER		TRUCK 6 x 6
	EXPLOSIVE		TRUCKS TO 2 TONS		FIRE TRUCK		TRUCK FIRE / CRASH
	EMERGENCY VEHICLE		TRUCKS TO 5 TONS		AMBULANCE		TRUCK TANK
	AVGAS REFUELER		TRUCKS TO 10 TONS		MOTORCYCLE & SCOOTERS		OTHER (Explain below)

17 EXPLANATION

18 VALID STATE VEHICLE OPERATOR'S LICENSE (S)

19 SIGNATURE OF REQUESTING OFFICIAL	DATE

PART II - OPERATOR'S PAST PERFORMANCE RECORD

DATE	VEHICLE TYPE / SIZE	LICENSES ISSUED		NO. YRS DRIVING EXP	LIST ACCIDENTS, VIOLATIONS, ARRESTS (If any) AND ACTION TAKEN
		STATE	OTHER		
1	2	3	4	5	6

7 I CERTIFY THE ABOVE TO BE CORRECT	SIGNATURE OF APPLICANT	DATE

PART III - EXAMINATION RESULTS

1 SCORES IN DRIVING TEST	✓ SAT	✓ UNSAT	2 SCORES ACHIEVED IN TESTS	✓ SAT	✓ UNSAT	3 GOVERNMENT VEHICLES AUTHORIZED TO OPERATE (List)
a ROAD TEST			a WRITTEN			
b EQUIPMENT INSPECTION			b PHYSICAL			
			c PSYCHOPHYSICAL			

4 REMARKS

PART IV - ACTION BY ADMINISTERING OFFICIAL

1 IDENTIFICATION CARD ISSUED ☐ YES ☐ NO*	2 IDENTIFICATION CARD NUMBER	DATE ISSUED (Mo. Day Yr.)	EXPIRATION DATE (Mo. Day Yr.)

3 IDENTIFICATION CARD MARKED "VOID UNLESS ACCOMPANIED BY VALID STATE LICENSE" ☐ YES ☐ NO*

4 OPERATOR INSTRUCTED TO TURN IN IDENTIFICATION CARD UPON LOSS OR SUSPENSION OF STATE DRIVER'S LICENSE ☐ YES ☐ NO*

* IF "NO" EXPLAIN UNDER REMARKS	5 SIGNATURE OF ADMINISTERING OFFICIAL	DATE

Figure 6-1A.-Application for Vehicle Operator's Identification Card, NAVFAC 11240/10 (front).

INSTRUCTIONS FOR COMPLETING APPLICATION FOR VEHICLE OPERATOR'S IDENTIFICATION CARD

NAVFAC 11240/10 (REV. 10-75)

PRIVACY ACT STATEMENT

Authority to request this information is derived from Title 40 United States Code 471. Purpose of this form to obtain information to determine whether an individual is qualified to operate a government vehicle and/or equipment. Information is used by agency transportation officials and may be used by government and civil law enforcement authorities for court action. Providing information for this form is mandatory. If the information is not provided, the individual would be denied the privilege of operating a government vehicle and/or equipment.

GENERAL

Prepare in duplicate. File original in applicant's personnel jacket and retain copy in issuing office. Use typewriter or ball-point pen.

PART 1 - APPLICATION

1. Self-explanatory.
2. Enter military rank/rate or civilian grade and title.
3. Enter name and location of activity. Abbreviations may be used.
4. Self-explanatory.
5. Enter day, month and year of birth.
6. Enter city/town and state of birth.
7. Self-explanatory.
8. Enter male or female.
9. Self-explanatory.
10. Enter height in feet and inches; 6' 2".
11. Enter color of hair; i.e., brown, black, gray.
12. Enter color of eyes; i.e., blue, brown, hazel.
13. Enter shop name and number, plus applicant's badge number.
14. Enter the name of the applicant's supervisor.
15. Enter the telephone number of the applicant's supervisor; i.e., 74506.
16. a. Check type of identification card applied for.
    b. Check types of vehicles to be operated for which operator's identification card is to be issued.
17. List other types of vehicles that applicant is required to operate not listed under 16 b.
18. Enter current valid state (*name and number*) vehicle operator's license(s).
19. Signature of requesting official; i.e., Commanding Officer of designated representative and date.

PART II - OPERATOR'S PAST PERFORMANCE RECORD

1. Self-explanatory.
2. Enter vehicle type/size that applicant is or has been authorized to operate.
3. Enter date of issue of previous identification cards (*if any*).
4. Enter date of issue of previous or present State vehicle operator's license.
5. Enter number of years of driving experience, both civilian and military, for each license entry.
6. Briefly list accidents, violations, arrests, if any, and action taken.
7. Signature of applicant and date.

PART III - EXAMINATION RESULTS

1 & 2. Check appropriate boxes.
3. List types of Government vehicles authorized to operate; i.e., pickup truck, truck tank.
4. Enter remarks, if any, the examiner considers necessary; i.e., restrictions, driving weaknesses, outstanding qualifications.

PART IV - ACTION BY ADMINISTERING OFFICIAL

1. Check appropriate box.
2. Enter serial number of identification card issued, date issued, and expiration date.
3. The phrase "*Void unless accompanied by valid state license*" may be overstamped on the card or typed on the back under "Other Records."
4. Check appropriate box.
5. Signature of administering official and date.

NAVFAC 11240/10 (REV. 10-75) (BACK)

Figure 6-1B.-Application for Vehicle Operator's Identification Card, NAVFAC 11240/10 (back).

Read the PRIVACY ACT STATEMENT on reverse before completing this application

APPLICATION FOR CONSTRUCTION EQUIPMENT OPERATOR LICENSE

NAVFAC 11260/1 (REV. 6/76)

S/N 0105-LF-012-0006

PART 1 - APPLICATION

1. NAVAL ACTIVITY	2. APPLICANT'S NAME	3. RANK, RATE OR CIVILIAN STATUS

4. DEPARTMENT, DIVISION AND/OR SHOP ASSIGNED TO	5. APPLICANT'S JOB TITLE

6. DESCRIPTION OF EQUIPMENT LICENSE REQUESTED

(a) TYPE OF EQUIPMENT	(b) TYPE OF CONTROL	(c) TYPE OF ATTACHMENT

7. STATEMENT OF QUALIFYING EXPERIENCE

8. DESCRIPTION OF EQUIPMENT APPLICANT IS CURRENTLY LICENSED TO OPERATE

9. SPONSOR'S STATEMENT OF APPLICANT'S READINESS AND/OR PREPARATORY TRAINING FOR TEST (*NOTE: The sponsor can be either a qualified instructor or licensed operator*)

Signature _____
Sponsor

PART II - REQUEST FOR ADMINISTERING TESTS AND EXAMINATIONS AND ISSUING LICENSE

FROM: DATE:

TO:

It is requested that the license for equipment described in item 6 above be issued to this applicant upon his successful completion of the required examinations and test.

Signature _____

Title _____
Department, Division or Shop Supervisor

(OVER)

Figure 6-2A.-Application for Construction Equipment Operator License, NAVFAC 11260/1 (front).

PART III - ACTION ON SUBJECT APPLICATION

FROM: License Office
TO: ALFA Company Transportation Officer

Date

☐ Arrangements will be made to proceed with examinations and tests as requested.

☐ No action will be taken on this application for the following reason:

Signature _____

Title _____

PART IV - LICENSE ACTION

FROM: License Office
TO: ALFA Company Transportation Officer

Date

☐ The subject license had been issued to the applicant as requested.

☐ The applicant has failed his physical examination.

☐ The applicant has failed to qualify for the subject license.

_____ number of days (*the established waiting period*) must elapse before a new application may be made for this license

Signature _____

Title _____

PRIVACY ACT STATEMENT

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (PL-93-579) (N00011 CO2) which require that Federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts concerning the information requested.

1. AUTHORITY: 5 U.S.C 301 Departmental Regulations
2. PRINCIPAL PURPOSE(S): To apply for a license to operate government - owned vehicles.
3. ROUTINE USE(S): To be used by agency officials to determine the employee's eligibility to operate government - owned vehicles. May be used by safety and security officials to verify indiviual's qualifying experience.
4. MANDATORY OR VOLUNTARY DISCLOSURE: The disclosure of information requested is voluntary. However, failure to complete the form will result in nonissuance of license.

NAVFAC 11260/1 (BACK) 2 U.S. Government Printing Office: 1976 - 635-272/2291 Region 3-11

Figure 6-2B.-Application for Construction Equipment Operator License, NAVFAC 11260/1 (back).

Standard Form 47
(Rev. 1-77)
U.S. Civil Service Commission
FPM Chapter 930

PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS

47-105

1. Last Name —First Name—Middle Name	2. Date of Birth	3. Title of Position
4. Home Adress *(Number, street or RFD, city or town, State and ZIP code)*		5. Employing Agency

6. Have you ever had or have you now *(Place check at left of each item)*

☐	☐	Poor vision in one or both eyes	☐	☐	Arthritis, rheumatism, swollen or painful joints
☐	☐	Eye disease	☐	☐	Loss of hand, arm, foot, or leg
☐	☐	Poor hearing in one or both ears	☐	☐	Deformity of hand, arm, foot, or leg
☐	☐	Diabetes	☐	☐	Nervous or mental trouble of any kind
☐	☐	Palpitation, chest pain, or shortness of breath	☐	☐	Blackouts or epilepsy
☐	☐	Dizziness or fainting spells	☐	☐	Sugar or albumin in urine
☐	☐	Frequent or severe headaches	☐	☐	Excessive drinking habit (Alcohol)
☐	☐	High or low blood pressure	☐	☐	Other serious defects or diseases
☐	☐	Drug or narcotic habit			

7. If your answer is "Yes" to one or more of the above questions, explain fully in this space, indicating date of original condition and current status:

8. (A) Do you wear glasses (or contact lenses) while driving? ☐ YES ☐ NO

(B) Do you wear a hearing aid? ☐ YES ☐ NO

PRIVACY ACT NOTICE

Authority: This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Standard Form 47, Physical Fitness Inquiry for Motor Vehicle Operators. U.S. Code, Title 5, section 301.

Purposes and Uses: SF 47 is used to ascertain the physical fitness of Federal employees, whose jobs are not regular motor vehicle operating jobs, to drive Government-owned motor vehicles. It is also used in the renewal of authorizations for all employees. Based on the information provided, employees may be referred for medical examination before being given a renewal.

Effects of Nondisclosure: Nondisclosure of this information will result in the employee not being authorized to drive a Federal motor vehicle. The disclosure of this information is mandatory when an employee's job requires driving a Federal motor vehicle and is voluntary otherwise.

I certify that my answers above are full and true, and I understand that a willfully false statement or dishonest answer to any question may be grounds for cancellation of my eligibility or my dismissal from the service and is punishable by law.

Signature	Date

REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL

I certify that I have reviewed this physical fitness inquiry form and other available information regarding the physical condition of the applicant, and that I have made the following determination:

☐ There is no information on this form or otherwise available to indicate that the applicant should be referred for physical examination.

☐ On the basis of items checked on this form or other information this applicant must be referred for physical examination before he is authorized to operate a Government-owned motor vehicle or his current authorization is renewed.

☐ Items checked on this form or otherwise available do not warrant referral for medical examination because of the following facts:

Signature of Designated Official	Date

☆U.S. GPO: 1976-0-261-647/3417

Figure 6-3.—Physical Fitness Inquiry for Motor Vehicle Operators, Standard Form 47.

library. This library is normally located in the mechanic shop.

Examinations and tests for military personnel applying for a license to operate general-purpose vehicles up to 10,000 pounds GVW are normally waived if the applicant possesses a valid state operator's license for the type vehicle involved.

Performance Qualification Test

All performance qualification tests on equipment, except for cranes, are given by the license examiner. This test enables the license examiner to evaluate the operating skills of each applicant. The applicant must successfully pass an operational performance or road test and perform pre- and post-operator maintenance, as outlined in the operator's manual.

The examiner should terminate any performance test that becomes hazardous or when an applicant demonstrates a lack of skill, undue nervousness, speeding, inattentiveness, or any unfavorable actions. Any reason for failure is noted on the application and filed in the license file of the applicant.

Automotive Test

Applicants for a U.S. Government Motor Vehicle Operator's Identification Card, OF-346, must pass a locally created driver skill test. This test is a locally devised checklist used to determine the reaction of the applicant under various traffic conditions. The road test is administered in the largest capacity vehicle for which the license is to be issued.

Material-Handling Equipment Test

Applicants for material-handling equipment (MHE) licenses are operationally tested and scored as prescribed in *Storage and Materials Handling,* DODINST 4145.19-R-1.

Construction Equipment Test

Applicants for a Construction Equipment Operator License, NAVFAC 11260/2, must be familiar with the standard Navy hand signals before taking a performance qualification test. Hand signals are shown in appendix IV of this TRAMAN.

LICENSE FORMS

After an applicant satisfactorily completes the required tests, the examiner issues a license that lists each type of vehicle the license holder is authorized to operate, plus any restrictions imposed on the license.

U.S. Government Motor Vehicle Operator's Identification Card, OF-346

The OF-346 (fig. 6-4) is the license required for automotive motor vehicles and material-handling equipment. The information on an OF-346, that has been completed and validated properly, consists of the following: a card number, a list of the operator's physical limitations or restrictions, a description of the equipment the operator is qualified to operate, the signature of the examiner, the operator's signature, and any specific notations. The OF-346 expires on the birth date of the operator and is valid for 3 years.

The OF-346 card number is also indicated on the Operator's Record, NAVFAC 11240/10, or NAVFAC

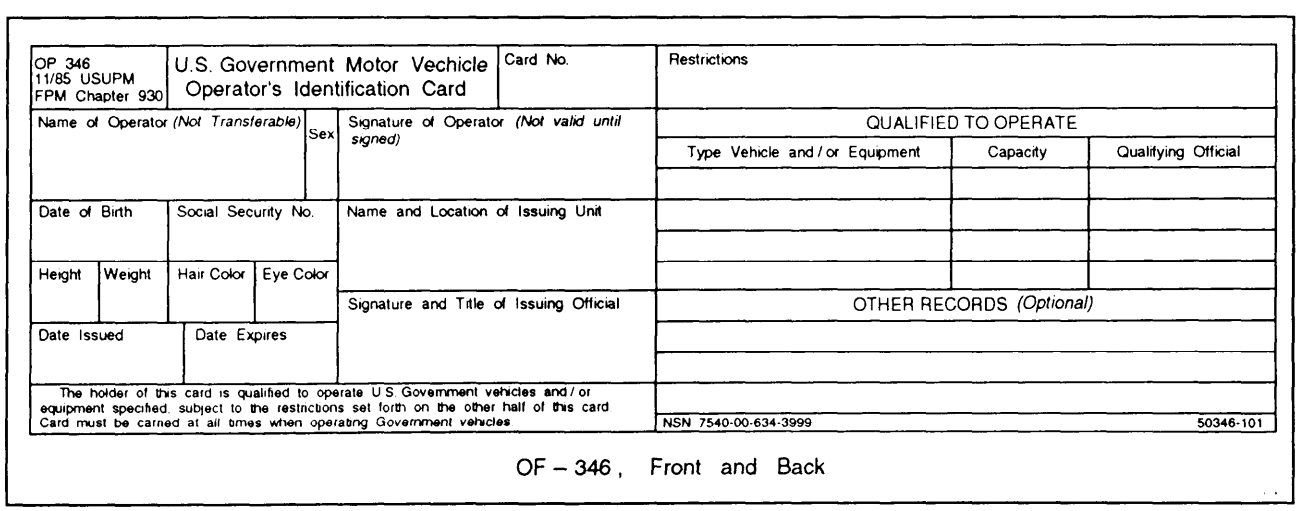


Figure 6-4.-U.S. Government Motor Vehicle Operator's Identification Card, OF-346.

11260/3, Construction Equipment Operator License Record (fig. 6-5). The license examiner maintains a chronological record of all licenses issued.

Construction Equipment Operator License, NAVFAC 11260/2

The NAVFAC 11260/2 (fig. 6-6) is the license required for operating construction equipment. The information on a NAVFAC 11260/2, that has been completed and validated properly, consists of the following: a card number, the operator's name. a description of the equipment, the make and model of the equipment, types of controls, the examiner's signature, and the operator's signature. The NAVFAC 11260/2 expires on the birth date of the operator and is valid for 2 years.

DISPATCH FORMS

Forms used for records and reports are tools used to manage an equipment pool efficiently. When properly used, these forms document the miles, hours, maintenance Performed, equipment troubles, operator names, and so forth. As the operator, you are responsible for turning in all-related dispatch forms given to you, filled out properly and legibly.

The NAVFAC 9-11240/13 and NAVFAC 11260/4 are essential parts of the equipment maintenance program. The operator of equipment has a better opportunity than anyone else to discover defects before they become serious. Reporting these defects on the proper forms gives maintenance shop personnel a chance to correct them; therefore, you should always report any operating difficulty encountered during your daily operations with vehicles and equipment.

CONSTRUCTION EQUIPMENT OPERATOR LICENSE RECORD
NAVFAC 11260/3(Rev. 3-76)
S/N 0105-LF-012-6015

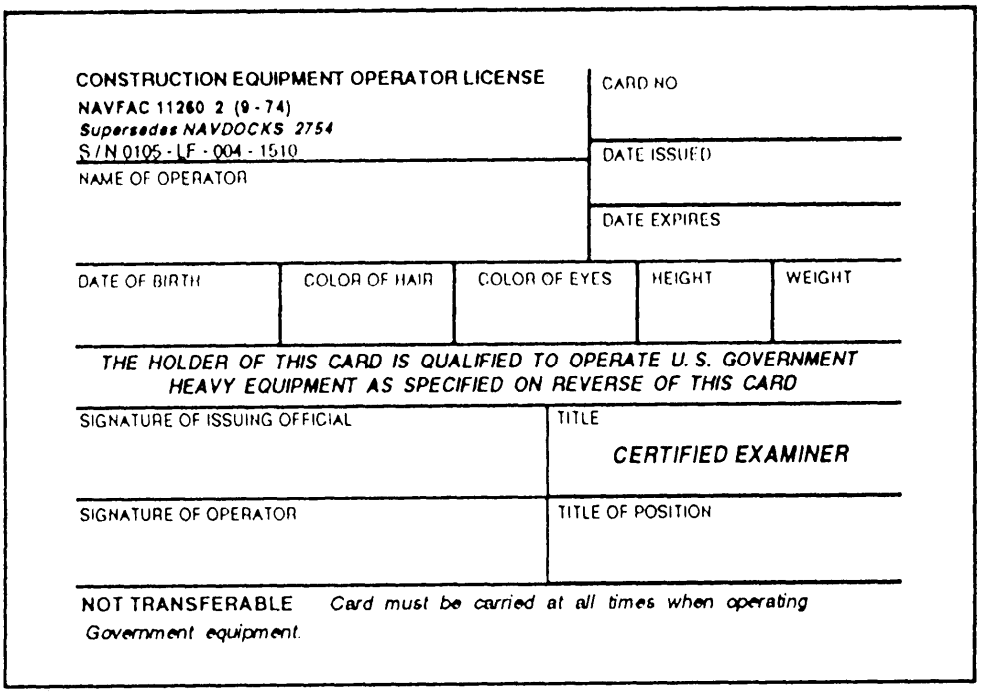
LICENSE NO	NAME	DATE OF BIRTH	SPECIAL REQUIREMENTS FOR: VISION	HEARING	OTHER

EQUIPMENT LICENSED TO OPERATE

EQUIPMENT TYPE DATA			LICENSING DATA						
BASIC UNIT	ATTACHMENT	TYPE OF CONTROL	ISSUING ACTIVITY	EXAMINER	DATE ISSUED	DATE REVOKED	EXPIRATION DATE	RENEWAL DATE	DATE OF PHYSICAL EXAM

NOTE: INFORMATION ON THIS FORM IS SUBJECT TO SAFEGUARD AND DISCLOSURE CONDITIONS OF THE PRIVACY ACT OF 1974.

Figure 6-5.-Construction Equipment Operator License Record, NAVFAC 11260/3.



CONSTRUCTION EQUIPMENT OPERATOR LICENSE

NAVFAC 11260 2 (9-74)

Supersedes NAVDOCKS 2754

S/N 0105-LF-004-1510

NAME OF OPERATOR

CARD NO

DATE ISSUED

DATE EXPIRES

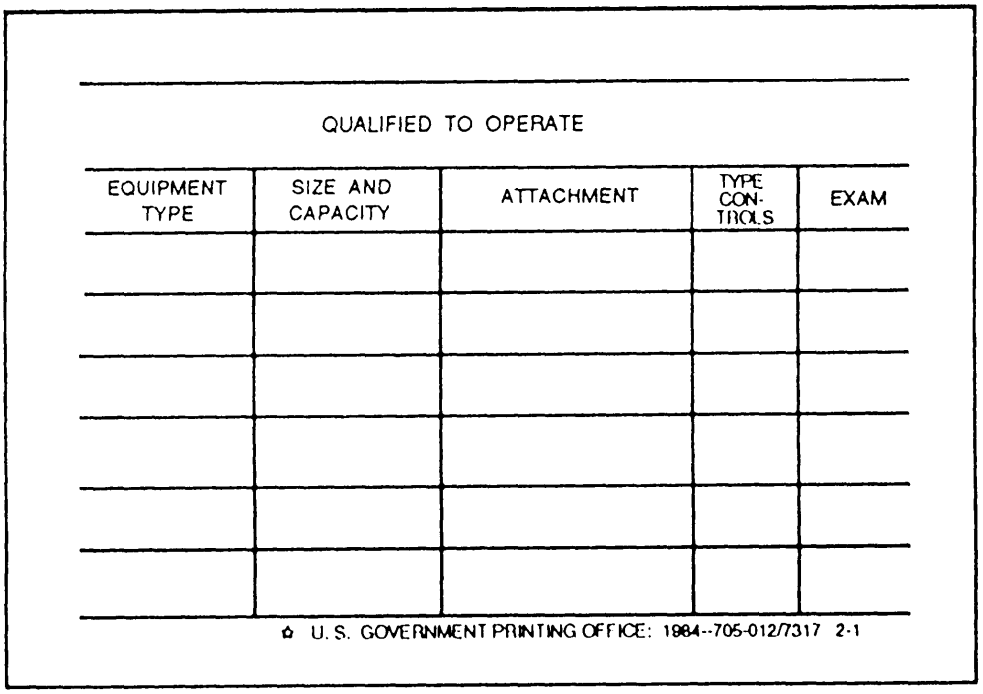
DATE OF BIRTH	COLOR OF HAIR	COLOR OF EYES	HEIGHT	WEIGHT

THE HOLDER OF THIS CARD IS QUALIFIED TO OPERATE U. S. GOVERNMENT HEAVY EQUIPMENT AS SPECIFIED ON REVERSE OF THIS CARD

SIGNATURE OF ISSUING OFFICIAL	TITLE *CERTIFIED EXAMINER*
SIGNATURE OF OPERATOR	TITLE OF POSITION

NOT TRANSFERABLE *Card must be carried at all times when operating Government equipment.*

(Front)



QUALIFIED TO OPERATE

EQUIPMENT TYPE	SIZE AND CAPACITY	ATTACHMENT	TYPE CON-TROLS	EXAM

☆ U. S. GOVERNMENT PRINTING OFFICE: 1984--705-012/7317 2-1

(Back)

Figure 6-6.-Construction Equipment Operator License, NAVFAC 11260/2.

NAVFAC 9-11240/13

The Operator's Inspection Guide and Trouble Report, NAVFAC 9-11240/13 (fig. 6-7), commonly known as the **Hard Card,** is a guide for operator's maintenance. This is one of the forms used to document problems you may encounter during pre- and post-operations. This form provides a uniform list of services to be performed by the operator before, during, and after operation.

The operator indicates by a check mark any item that does not function properly. The Remarks space may be used for items not listed or for additional information concerning deficiencies indicated by a check mark. This form must be completed properly and turned into the dispatcher, who determines if the vehicle is ready for another job or that repair work is required. Your unit will have a procedure to process the Hard Card in case the vehicle needs repairs.

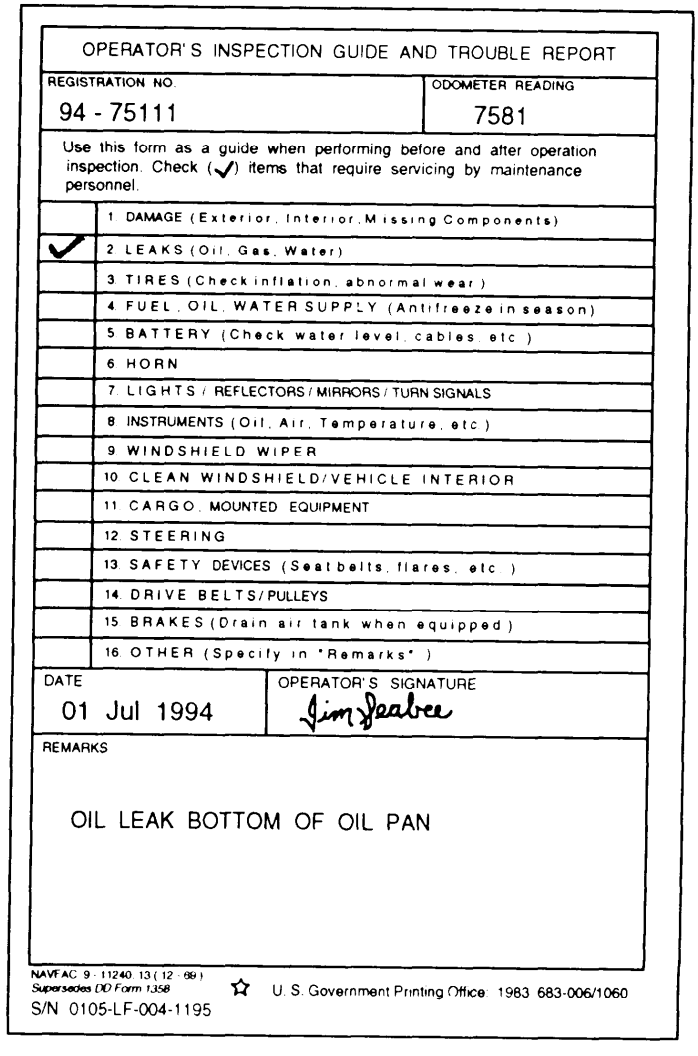
NAVFAC 11260/4

The Operator's Daily PM Report, NAVFAC 11260/4 (fig. 6-8), is issued to the operator when construction equipment is used. You will perform prestart maintenance checks of the items listed and indicate findings in the appropriate space on the NAVFAC 11260/4. Record malfunctions or other items requiring attention as observed during the working day, and enter hours operated during the day. Hour readings are taken from the equipment hour meter. After securing the equipment, take the NAVFAC 11260/4 to the dispatcher. The dispatcher will review the report to ensure recorded entries are valid and will take note of any deficiencies.

DD FORM 1970

When filled out and signed properly by the dispatcher and operator, the Motor Vehicle Utilization Record, DD Form 1970 (fig. 6-9), is an operator's official authorization to operate a vehicle whether it be driven by the requester or driven by a pool operator. This form, commonly known as the **Trip Ticket,** is a record to verify the vehicle was on an official trip; therefore, it should be filled out properly and signed. When completed properly, a trip ticket contains a record of the operator's destination, time of departure and arrival, speedometer reading, and other information pertinent to the trip(s).

NOTE: If the speedometer is broken, the operator must estimate the amount of miles traveled.



OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT

REGISTRATION NO.	ODOMETER READING
94 - 75111	7581

Use this form as a guide when performing before and after operation inspection. Check (✓) items that require servicing by maintenance personnel.

	1. DAMAGE (Exterior, Interior, Missing Components)
✓	2. LEAKS (Oil, Gas, Water)
	3. TIRES (Check inflation, abnormal wear)
	4. FUEL, OIL, WATER SUPPLY (Antifreeze in season)
	5. BATTERY (Check water level, cables, etc.)
	6. HORN
	7. LIGHTS / REFLECTORS / MIRRORS / TURN SIGNALS
	8. INSTRUMENTS (Oil, Air, Temperature, etc.)
	9. WINDSHIELD WIPER
	10. CLEAN WINDSHIELD/VEHICLE INTERIOR
	11. CARGO, MOUNTED EQUIPMENT
	12. STEERING
	13. SAFETY DEVICES (Seatbelts, flares, etc.)
	14. DRIVE BELTS/PULLEYS
	15. BRAKES (Drain air tank when equipped)
	16. OTHER (Specify in "Remarks")

DATE	OPERATOR'S SIGNATURE
01 Jul 1994	Jim Seabee

REMARKS

OIL LEAK BOTTOM OF OIL PAN

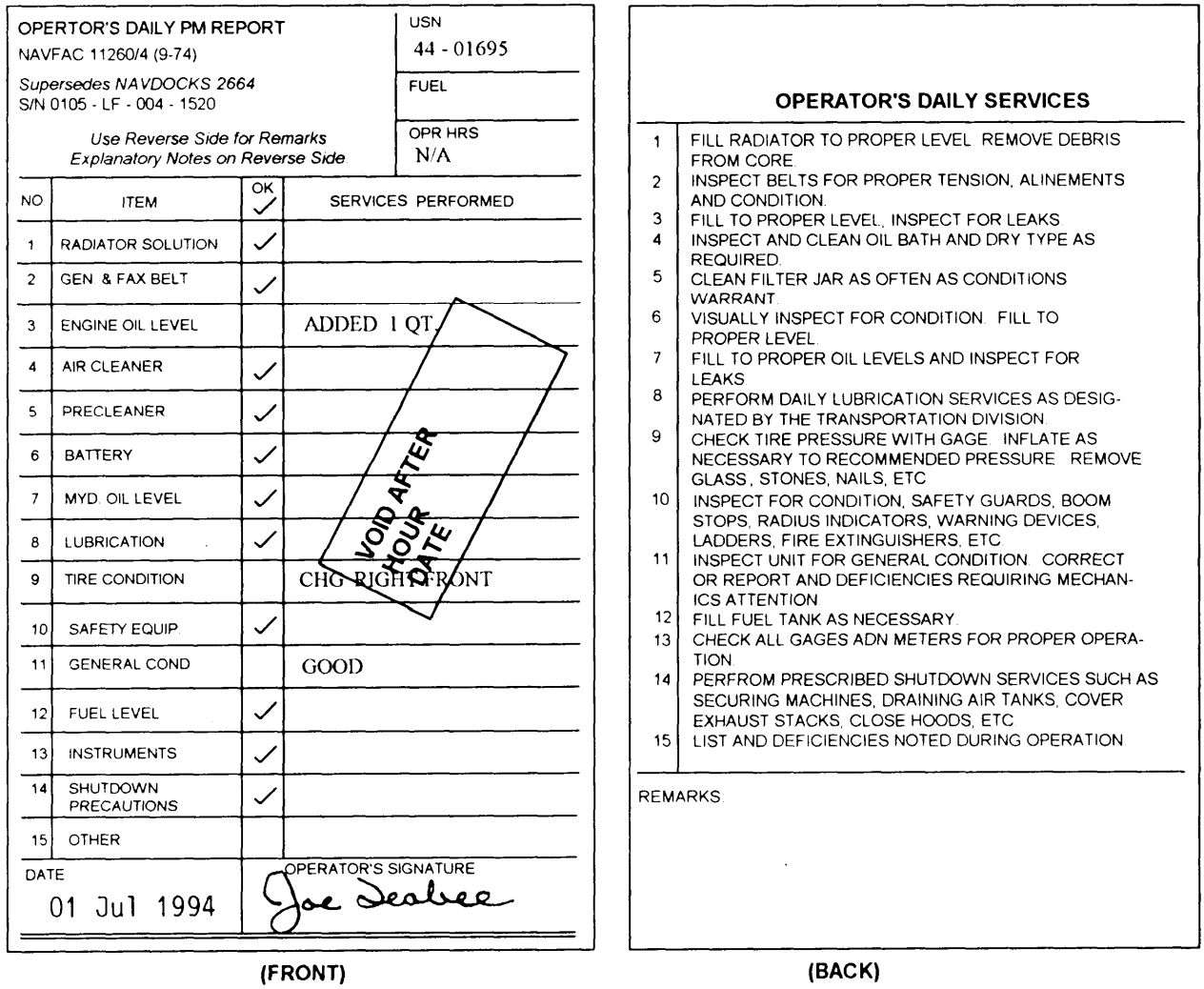
NAVFAC 9-11240.13 (12-89)
Supersedes DD Form 1358
S/N 0105-LF-004-1195

☆ U.S. Government Printing Office: 1983 683-006/1060

Figure 6-7.-Operator's Inspection Guide and Trouble Report, NAVFAC 9-11240/13.

STANDARD FORM 91

Every mishap involving a Navy motor vehicle or item of construction equipment must be reported on an Operator's Report of Motor Vehicle Accident, Standard Form 91 (figs. 6-10A and 6-10B). Copies of the SF 91, mishap instructions, and a pencil should be carried in every Navy vehicle at all times. In case of a mishap involving another vehicle, this report must be completed. This is true even if the driver of the other vehicle states that no claim will be filed for damages or no matter how unfavorable the circumstances of the mishap may appear to the Navy. The report must also be completed for a mishap not involving another vehicle. The operator involved in a mishap must deliver the mishap report or ensure its immediate delivery, as soon as possible, to the supervisor, who must forward it to the battalion mishap investigator.



OPERTOR'S DAILY PM REPORT
NAVFAC 11260/4 (9-74)
Supersedes NAVDOCKS 2664
S/N 0105 - LF - 004 - 1520

Use Reverse Side for Remarks
Explanatory Notes on Reverse Side

USN 44 - 01695
FUEL
OPR HRS N/A

NO	ITEM	OK ✓	SERVICES PERFORMED
1	RADIATOR SOLUTION	✓	
2	GEN. & FAX BELT	✓	
3	ENGINE OIL LEVEL		ADDED 1 QT.
4	AIR CLEANER	✓	
5	PRECLEANER	✓	
6	BATTERY	✓	
7	MYD. OIL LEVEL	✓	
8	LUBRICATION	✓	
9	TIRE CONDITION		CHG RIGHT FRONT
10	SAFETY EQUIP	✓	
11	GENERAL COND		GOOD
12	FUEL LEVEL	✓	
13	INSTRUMENTS	✓	
14	SHUTDOWN PRECAUTIONS	✓	
15	OTHER		

VOID AFTER HOUR DATE

DATE 01 Jul 1994
OPERATOR'S SIGNATURE Joe Dealvee

(FRONT)

OPERATOR'S DAILY SERVICES

1	FILL RADIATOR TO PROPER LEVEL. REMOVE DEBRIS FROM CORE.
2	INSPECT BELTS FOR PROPER TENSION, ALINEMENTS AND CONDITION.
3	FILL TO PROPER LEVEL., INSPECT FOR LEAKS.
4	INSPECT AND CLEAN OIL BATH AND DRY TYPE AS REQUIRED.
5	CLEAN FILTER JAR AS OFTEN AS CONDITIONS WARRANT.
6	VISUALLY INSPECT FOR CONDITION. FILL TO PROPER LEVEL.
7	FILL TO PROPER OIL LEVELS AND INSPECT FOR LEAKS.
8	PERFORM DAILY LUBRICATION SERVICES AS DESIGNATED BY THE TRANSPORTATION DIVISION.
9	CHECK TIRE PRESSURE WITH GAGE. INFLATE AS NECESSARY TO RECOMMENDED PRESSURE. REMOVE GLASS, STONES, NAILS, ETC.
10	INSPECT FOR CONDITION, SAFETY GUARDS, BOOM STOPS, RADIUS INDICATORS, WARNING DEVICES, LADDERS, FIRE EXTINGUISHERS, ETC.
11	INSPECT UNIT FOR GENERAL CONDITION. CORRECT OR REPORT AND DEFICIENCIES REQUIRING MECHANICS ATTENTION.
12	FILL FUEL TANK AS NECESSARY.
13	CHECK ALL GAGES ADN METERS FOR PROPER OPERATION.
14	PERFROM PRESCRIBED SHUTDOWN SERVICES SUCH AS SECURING MACHINES, DRAINING AIR TANKS, COVER EXHAUST STACKS, CLOSE HOODS, ETC.
15	LIST AND DEFICIENCIES NOTED DURING OPERATION.

REMARKS.

(BACK)

Figure 6-8.-Operator's Daily PM Report, NAVFAC 11260/4.

If involved in a mishap, your first responsibility is to render aid to the injured. After they have been cared for, complete the mishap report. As an aid in completing Standard Form 91, comply with the following instructions:

1. Obtain and properly spell names and street addresses of persons involved in the mishap and any personnel that may have witnessed the mishap.

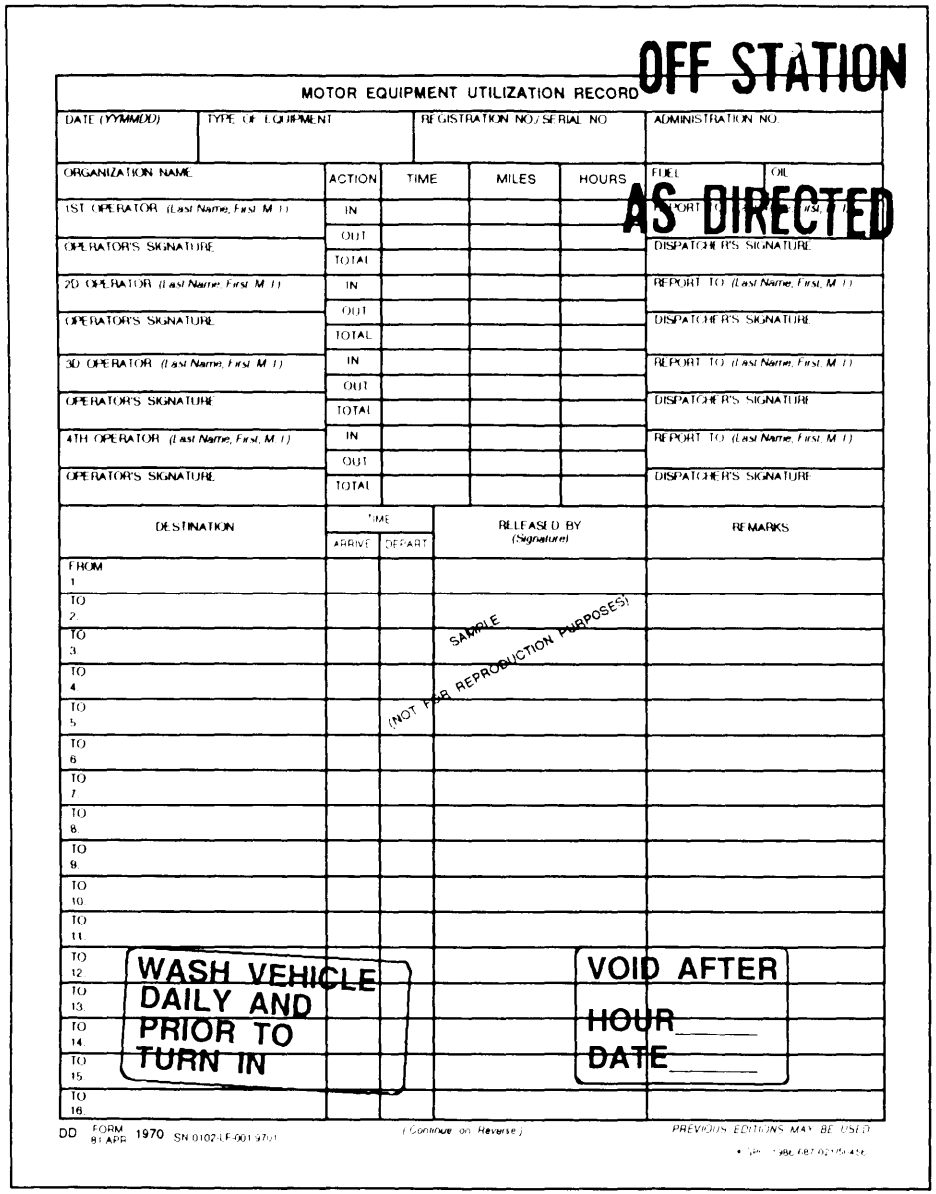
2. Carefully note weather conditions, road conditions, position of the vehicle involved, and other details, which you will not be able to get later.

3. Be sure that your report gives a clear picture of what actually happened. Your diagram of the mishap should show exactly where the vehicles were before and after the mishap.

4. State damage you can see, such as "crushed right rear wheel or crumpled fender," and give an estimate of the amount of damage. If someone claims that he or she has damaged property but you cannot see the damage, note on the accident form only that he or she "claims bent fender," and so forth. Follow the same procedures with injuries. Report cuts, burns, broken bones, and so forth, of which you are certain, and note only that a person "claims" an injury when you have no way of knowing the truth. If you cannot get the exact information on some item, write "unknown" to show that you did not overlook it.

5. When sufficient space is not available for providing information regarding an item, write "see attached sheet," and attach an extra sheet containing the additional information on that item.

6. After you have finished your report, look it over carefully and ensure it is complete and accurate. If you are satisfied, sign the report, and take it to the mishap investigator.



MOTOR EQUIPMENT UTILIZATION RECORD

OFF STATION

AS DIRECTED

DATE (YYMMDD)	TYPE OF EQUIPMENT	REGISTRATION NO./ SERIAL NO.	ADMINISTRATION NO.

ORGANIZATION NAME	ACTION	TIME	MILES	HOURS	FUEL	OIL
1ST OPERATOR (Last Name, First, M.I.)	IN				REPORT TO (Last Name, First, M.I.)	
	OUT					
OPERATOR'S SIGNATURE	TOTAL				DISPATCHER'S SIGNATURE	
2D OPERATOR (Last Name, First, M.I.)	IN				REPORT TO (Last Name, First, M.I.)	
	OUT					
OPERATOR'S SIGNATURE	TOTAL				DISPATCHER'S SIGNATURE	
3D OPERATOR (Last Name, First, M.I.)	IN				REPORT TO (Last Name, First, M.I.)	
	OUT					
OPERATOR'S SIGNATURE	TOTAL				DISPATCHER'S SIGNATURE	
4TH OPERATOR (Last Name, First, M.I.)	IN				REPORT TO (Last Name, First, M.I.)	
	OUT					
OPERATOR'S SIGNATURE	TOTAL				DISPATCHER'S SIGNATURE	

DESTINATION	TIME ARRIVE	TIME DEPART	RELEASED BY (Signature)	REMARKS
FROM 1				
TO 2				
TO 3				
TO 4				
TO 5				
TO 6				
TO 7				
TO 8				
TO 9				
TO 10				
TO 11				
TO 12				
TO 13				
TO 14				
TO 15				
TO 16				
TO 17				
TO 18				
TO 19				
TO 20				
TO 21				
TO 22				
TO 23				
TO 24				
TO 25				
TO 26				
TO 27				
TO 28				
TO 29				

SAMPLE

(NOT FOR REPRODUCTION PURPOSES)

WASH VEHICLE DAILY AND PRIOR TO TURN IN

VOID AFTER

HOUR_____

DATE_____

DD FORM 81 APR 1970 SN 0102-LF-001-9701

(Continue on Reverse)

PREVIOUS EDITIONS MAY BE USED

Motor Vehicle Utilization Record, DD Form 1970 (front)

INSTRUCTIONS

1. Date. Enter the calendar date the equipment is used.

2. Type of Equipment. Enter the type of equipment as designated in the equipment log.

3. Registration Number or Serial Number. Enter the equipment registration number or serial number.

4. Administration Number. Enter the unit bumper or administrative number.

5. Organization Name. Enter the organization to which the equipment is assigned.

6. Operator. Enter the name of the equipment operator.

7. Operator's Signature. The equipment operator (item 6) will enter signature immediately upon receipt of equipment.

8. Time. Indicate time to the nearest 5 minutes using 24-hour clock.

   a. In. Enter time equipment was returned from dispatch or use.

   b. Out. Enter the time the equipment was released for operation by the dispatcher.

   c. Total. Enter total time the equipment was in the possession of the operator. Time is obtained by subtracting the time listed in "Out" line from that listed on "In" line.

9. Miles. Will be recorded to the nearest whole mile.

   a. In. The operator will enter the mileage reading when the equipment is returned. If odometer is inoperative, enter estimated mileage.

   b. Out. The dispatcher will enter the mileage reading at the time of dispatch.

   c. Total. Enter the difference between the "Out" and "In" mileage.

10. Hours. Will be recorded to the nearest whole hour. On those items which require servicing on an hourly basis and are not equipped with an hour meter, enter the estimated hours of operation.

   a. In. The operator will enter the hour meter reading upon completion of equipment usage.

   b. Out. The dispatcher will enter the hour meter reading prior to equipment release.

   c. Total. Enter the total hours dispatched for operation.

11. Fuel Oil. Enter the amount of fuel (gallons) and, or oil (quarts) obtained for the equipment.

12. Report To. Enter the name of the individual to whom the operator is to report.

13. Dispatcher's Signature. Self-explanatory.

14. Destination. Indicate each location at which a trip begins and ends. Normally this starts from the equipment pool ("From" time) and ends at the same place after one or more intervening destinations.

15. Time. All time will be recorded using the 24-hour clock rounded off to the nearest 5 minutes.

   a. Arrive. Enter the arrival time at each destination.

   b. Depart. Enter the departure time from the motor pool and each succeeding location.

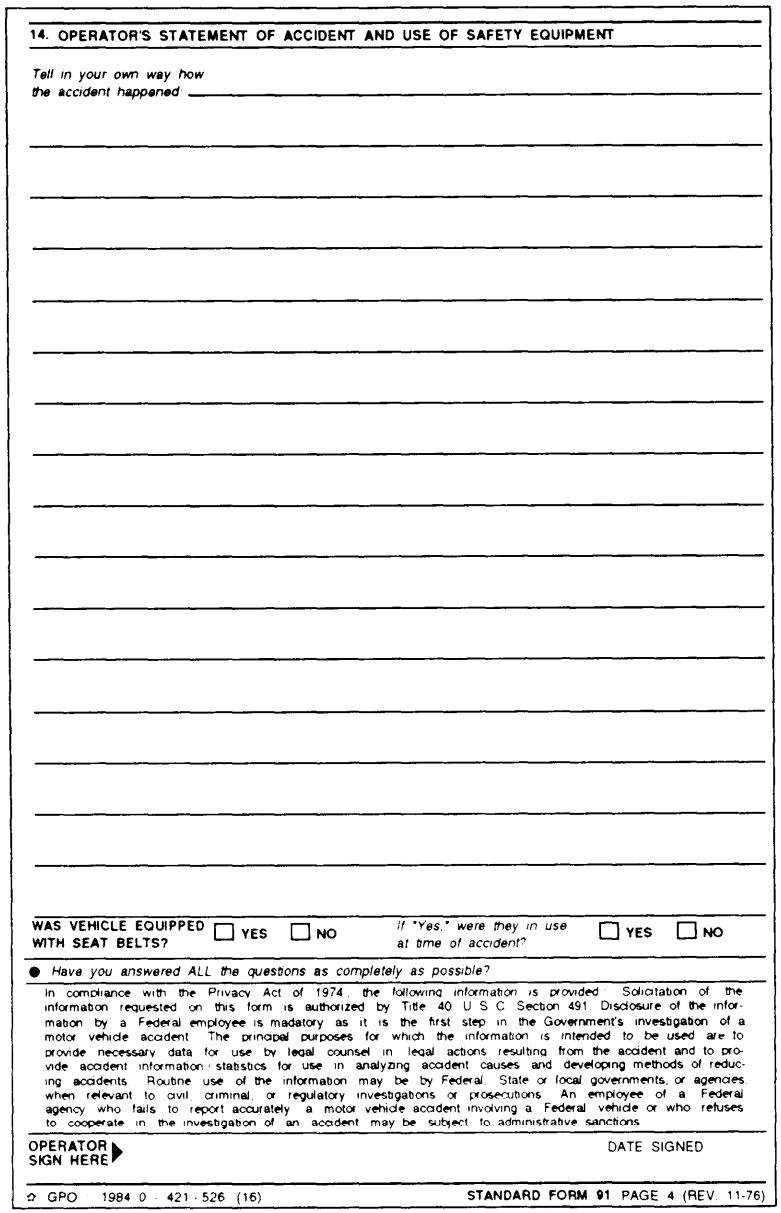
16. Released By. The person in charge of equipment on dispatch will release by signing on the line indicating the destination where the equipment was released to the operator. Upon termination of equipment used, but not moved, the person in charge will release the equipment by signing in the top block of this column.

17. Remarks. The remarks column will be used by the operator to record unusual operation or abnormal occurrences during operation, or other information as directed.

Items marked with an asterisk (*) have been registered in the DOD Data Element Program.

Motor Vehicle Utilization Record, DD Form 1970 (back)

Figure 6-9.—Motor Vehicle Utilization Record, DD Form 1970.



14. OPERATOR'S STATEMENT OF ACCIDENT AND USE OF SAFETY EQUIPMENT

Tell in your own way how the accident happened

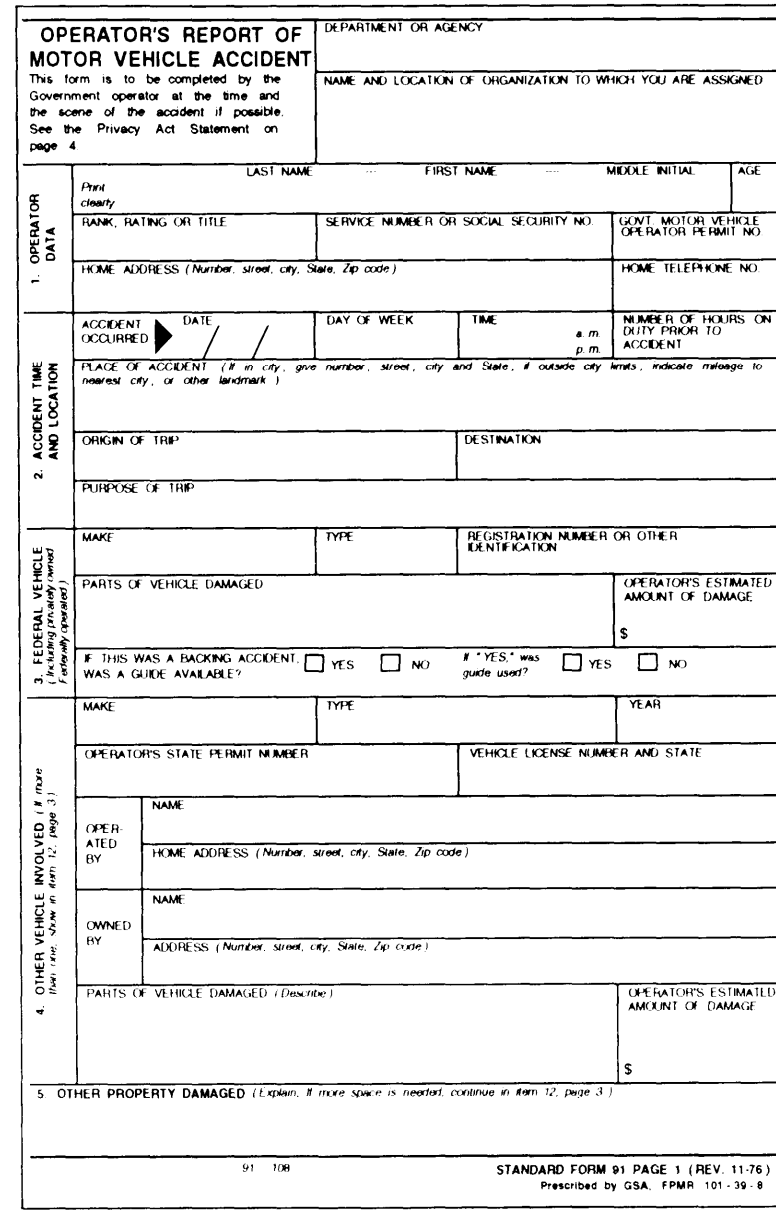
WAS VEHICLE EQUIPPED WITH SEAT BELTS? ☐ YES ☐ NO *If "Yes," were they in use at time of accident?* ☐ YES ☐ NO

● *Have you answered ALL the questions as completely as possible?*

In compliance with the Privacy Act of 1974, the following information is provided. Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is madatory as it is the first step in the Government's investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from the accident and to provide accident information / statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

OPERATOR SIGN HERE ▶ DATE SIGNED

☆ GPO 1984 0 - 421 - 526 (16) STANDARD FORM 91 PAGE 4 (REV. 11-76)



OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT

This form is to be completed by the Government operator at the time and the scene of the accident if possible. See the Privacy Act Statement on page 4.

DEPARTMENT OR AGENCY

NAME AND LOCATION OF ORGANIZATION TO WHICH YOU ARE ASSIGNED

1. OPERATOR DATA

LAST NAME — FIRST NAME — MIDDLE INITIAL — AGE

Print clearly

RANK, RATING OR TITLE | SERVICE NUMBER OR SOCIAL SECURITY NO. | GOVT. MOTOR VEHICLE OPERATOR PERMIT NO.

HOME ADDRESS (*Number, street, city, State, Zip code*) | HOME TELEPHONE NO.

2. ACCIDENT TIME AND LOCATION

ACCIDENT OCCURRED ▶ DATE / / | DAY OF WEEK | TIME a.m. p.m. | NUMBER OF HOURS ON DUTY PRIOR TO ACCIDENT

PLACE OF ACCIDENT (*If in city, give number, street, city and State; if outside city limits, indicate mileage to nearest city, or other landmark.*)

ORIGIN OF TRIP | DESTINATION

PURPOSE OF TRIP

3. FEDERAL VEHICLE (*Including privately owned if officially operated*)

MAKE | TYPE | REGISTRATION NUMBER OR OTHER IDENTIFICATION

PARTS OF VEHICLE DAMAGED | OPERATOR'S ESTIMATED AMOUNT OF DAMAGE $

IF THIS WAS A BACKING ACCIDENT, WAS A GUIDE AVAILABLE? ☐ YES ☐ NO *If "YES," was guide used?* ☐ YES ☐ NO

4. OTHER VEHICLE INVOLVED (*If more than one, show in item 12, page 3.*)

MAKE | TYPE | YEAR

OPERATOR'S STATE PERMIT NUMBER | VEHICLE LICENSE NUMBER AND STATE

OPERATED BY: NAME

HOME ADDRESS (*Number, street, city, State, Zip code*)

OWNED BY: NAME

ADDRESS (*Number, street, city, State, Zip code*)

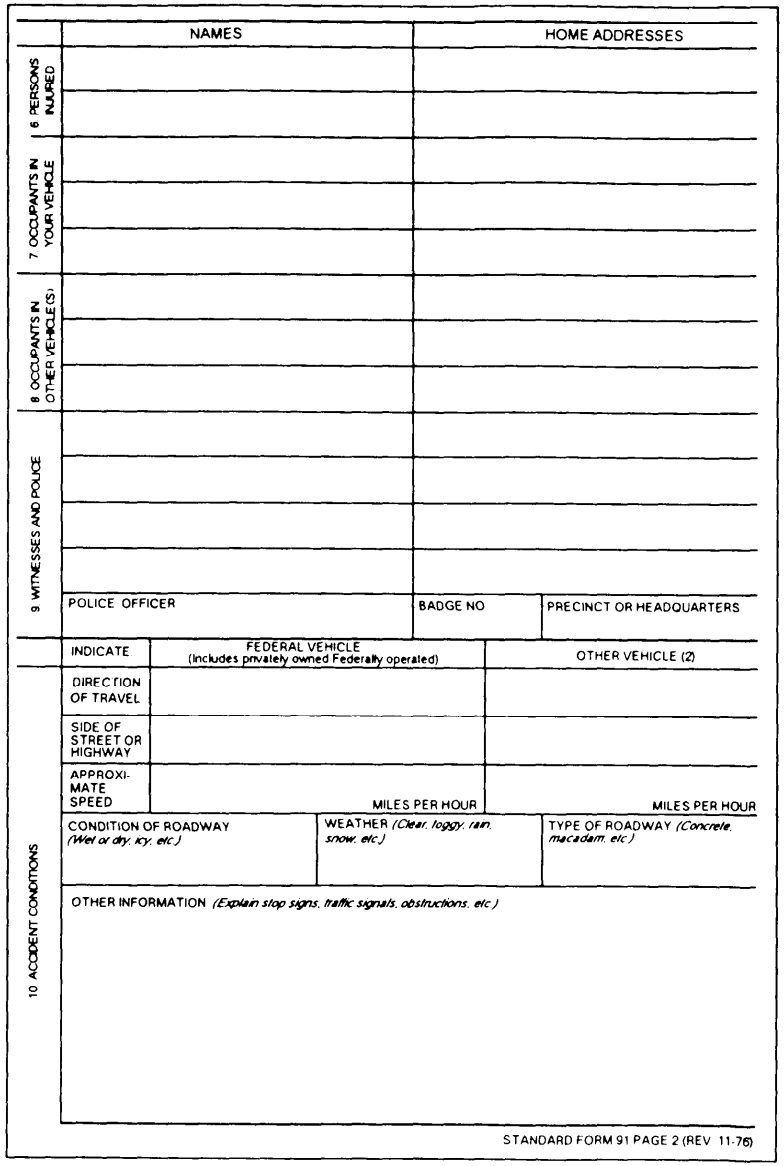
PARTS OF VEHICLE DAMAGED (*Describe*) | OPERATOR'S ESTIMATED AMOUNT OF DAMAGE $

5. OTHER PROPERTY DAMAGED (*Explain. If more space is needed, continue in item 12, page 3.*)

91 108

STANDARD FORM 91 PAGE 1 (REV. 11-76)
Prescribed by GSA, FPMR 101 - 39 - 8

Figure 6-10A.-Operator's Report of Motor Vehicle Accident, Standard Form 91 (front).



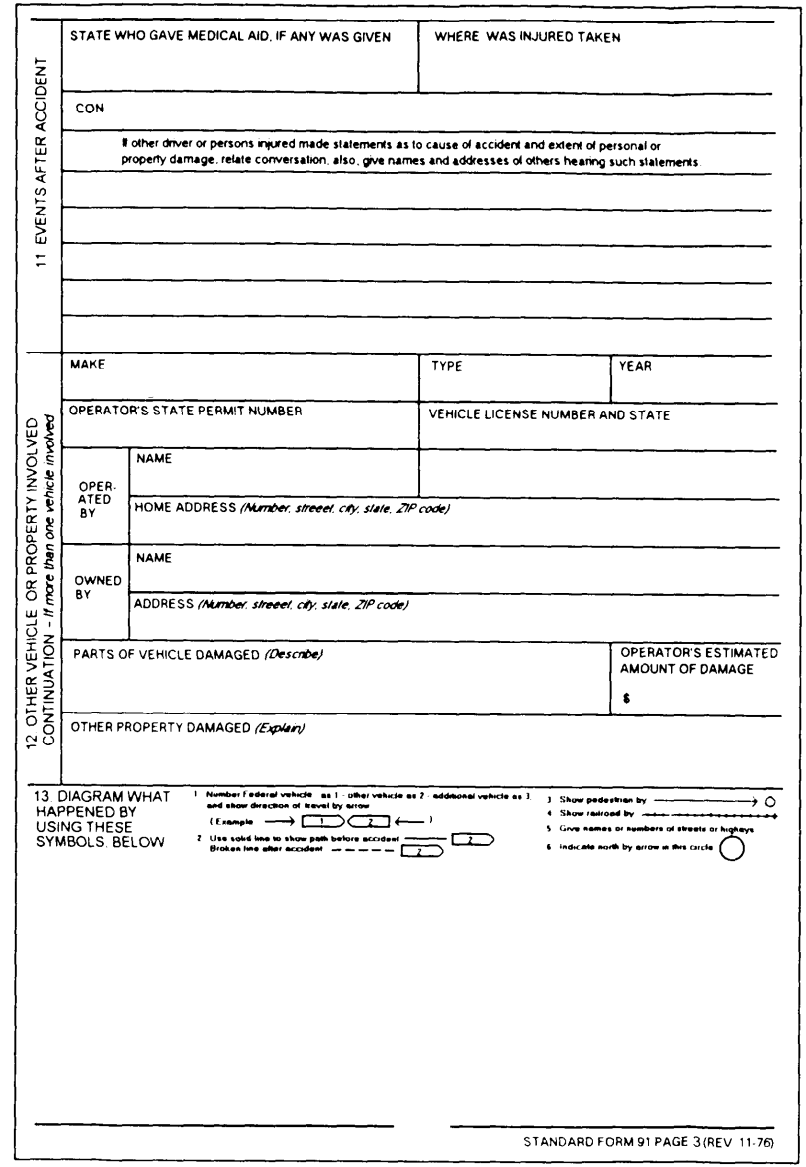
	NAMES	HOME ADDRESSES
6 PERSONS INJURED		
7 OCCUPANTS IN YOUR VEHICLE		
8 OCCUPANTS IN OTHER VEHICLE(S)		
9 WITNESSES AND POLICE		
POLICE OFFICER	BADGE NO	PRECINCT OR HEADQUARTERS

	INDICATE	FEDERAL VEHICLE (Includes privately owned Federally operated)	OTHER VEHICLE (2)
10 ACCIDENT CONDITIONS	DIRECTION OF TRAVEL		
	SIDE OF STREET OR HIGHWAY		
	APPROXIMATE SPEED	MILES PER HOUR	MILES PER HOUR

CONDITION OF ROADWAY *(Wet or dry, icy, etc.)*	WEATHER *(Clear, foggy, rain, snow, etc.)*	TYPE OF ROADWAY *(Concrete, macadam, etc.)*

OTHER INFORMATION *(Explain stop signs, traffic signals, obstructions, etc.)*

STANDARD FORM 91 PAGE 2 (REV 11-76)



11 EVENTS AFTER ACCIDENT

STATE WHO GAVE MEDICAL AID, IF ANY WAS GIVEN	WHERE WAS INJURED TAKEN
CON	

If other driver or persons injured made statements as to cause of accident and extent of personal or property damage, relate conversation, also, give names and addresses of others hearing such statements.

12 OTHER VEHICLE OR PROPERTY INVOLVED
CONTINUATION – *If more than one vehicle involved*

MAKE		TYPE	YEAR
OPERATOR'S STATE PERMIT NUMBER		VEHICLE LICENSE NUMBER AND STATE	
OPERATED BY	NAME		
	HOME ADDRESS *(Number, street, city, state, ZIP code)*		
OWNED BY	NAME		
	ADDRESS *(Number, street, city, state, ZIP code)*		
PARTS OF VEHICLE DAMAGED *(Describe)*		OPERATOR'S ESTIMATED AMOUNT OF DAMAGE $	
OTHER PROPERTY DAMAGED *(Explain)*			

13 DIAGRAM WHAT HAPPENED BY USING THESE SYMBOLS BELOW

1 Number Federal vehicle as 1 - other vehicle as 2 - additional vehicle as 3 and show direction of travel by arrow (Example → 1 2 ←)
2 Use solid line to show path before accident; Broken line after accident
3 Show pedestrian by
4 Show railroad by
5 Give names or numbers of streets or highways
6 Indicate north by arrow at this circle

STANDARD FORM 91 PAGE 3 (REV 11-76)

Figure 6-10B.-Operatos's Report of Motor Vehicle Accident, Standard Form 91 (back).

DD FORM 518

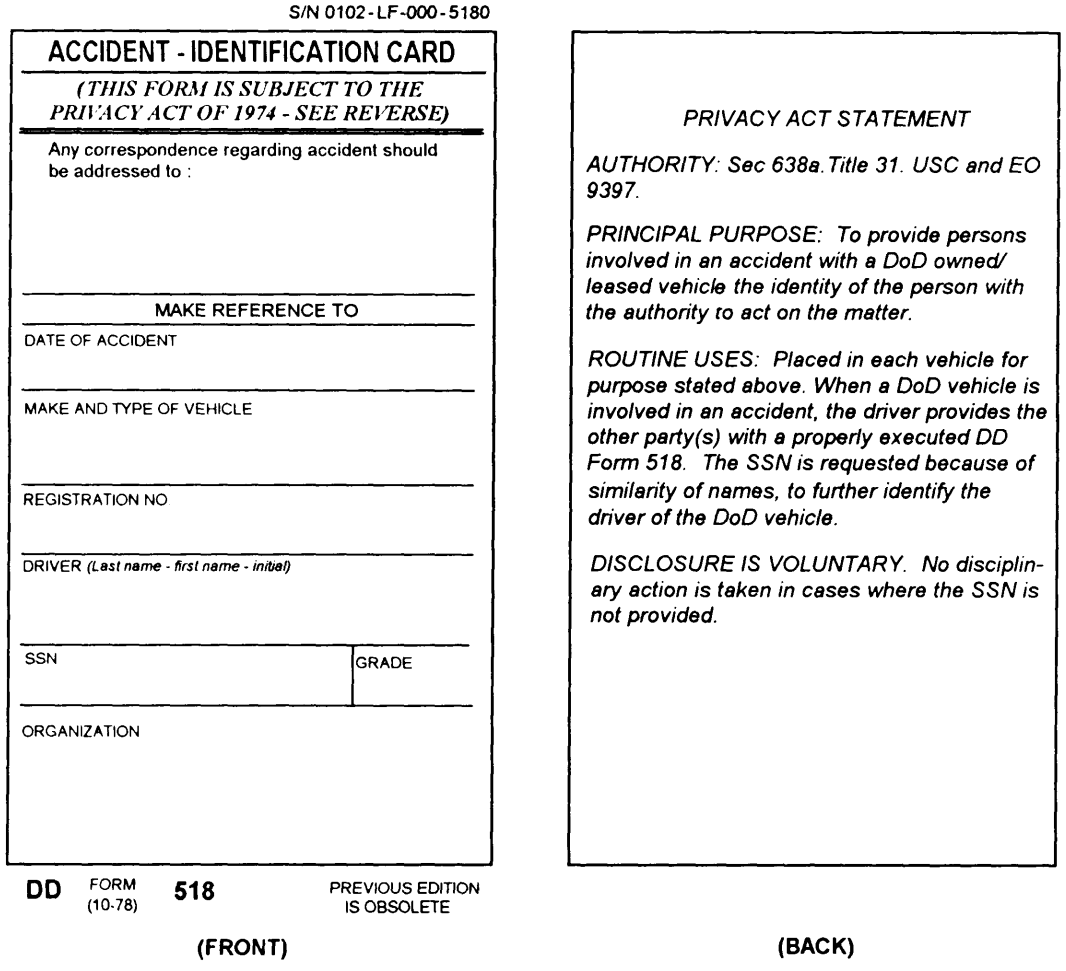
The Accident-Identification Card, DD Form 518 (fig. 6-11), is used to provide any person involved in a mishap with a Navy vehicle with the name and organizational assignment of the Navy operator. Always fill out the DD Form 518 at the scene of the mishap, and give a copy to the driver of the other vehicle concerned. If the mishap involves a parked car and the owner or operator is not available, place the DD Form 518 in or on the parked vehicle. Notify the police immediately, and remain at the scene of the mishap until the police arrive or the owner or operator can be located.

TRANSPORTATION POOL

The management, maintenance, and administration of transportation, construction, weight-handling and material-handling equipment at an activity are the responsibility of designated components, such as the transportation division, branch, or section in a Public Works Department or Alfa company in a Naval Mobile Construction Battalion (NMCB).

The transportation officer in a public works and the Alfa company commander designated as the equipment officer in an NMCB are directly responsible to the commanding officer of the activity for the management and maintenance of all assigned CESE. In an NMCB, the Alfa company operations chief, transportation supervisor, and senior petty officers are responsible to the equipment officer for the administration, operations, and operator maintenance of all assigned CESE.

YOUR PERFORMANCE when assigned as the dispatcher, yard boss, collateral equipage custodian, attachment custodian, as an EO assigned to the transportation pool, or when conducting prestarts, operating equipment, performing post-operational checks, operator's maintenance, and completing and documenting any problems with apiece of equipment is all part of the equipment management program.


S/N 0102-LF-000-5180

ACCIDENT - IDENTIFICATION CARD

(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - SEE REVERSE)

Any correspondence regarding accident should be addressed to :

MAKE REFERENCE TO

DATE OF ACCIDENT

MAKE AND TYPE OF VEHICLE

REGISTRATION NO

DRIVER *(Last name - first name - initial)*

SSN | GRADE

ORGANIZATION

DD FORM (10-78) 518 PREVIOUS EDITION IS OBSOLETE

(FRONT)

PRIVACY ACT STATEMENT

AUTHORITY: Sec 638a.Title 31. USC and EO 9397.

PRINCIPAL PURPOSE: To provide persons involved in an accident with a DoD owned/ leased vehicle the identity of the person with the authority to act on the matter.

ROUTINE USES: Placed in each vehicle for purpose stated above. When a DoD vehicle is involved in an accident, the driver provides the other party(s) with a properly executed DD Form 518. The SSN is requested because of similarity of names, to further identify the driver of the DoD vehicle.

DISCLOSURE IS VOLUNTARY. No disciplinary action is taken in cases where the SSN is not provided.

(BACK)

Figure 6-11.-Accident-Identification Card, DD Form 518.

DISPATCHING

Your primary duty when dispatching is to manage the assigned equipment resources efficiently within the general policies and directives of the Navy and policies set forth by the equipment officer. Policies and directives for dispatch operations are outlined in the NAVFAC P-300, *Management of Transportation;* NAVFAC P-404, *Equipment Management Manual;* and COMSECOND/COMTHIRDNCBINST 11200.1 Series, Naval Mobile Construction Battalion (NMCB) Equipment Management Instruction.

Duties of the Dispatcher

The dispatcher is the key equipment management position in a unit and is the hub of communication for daily equipment operations. A competent dispatcher must possess the knowledge, skill, and ability to accomplish the following:

- Convey information and instruction in a concise and tactful manner.
- Exercise good judgment and make decisions quickly.
- Work efficiently under pressure.
- Conduct administrative, clerical, and record-keeping duties
- Have knowledge of equipment sizes, types, uses, and limitations.

Some of the major job requirements of the dispatcher are as follows:

1. Route information: The dispatcher must know and convey to operators information on the weather, road conditions, routes to travel, and emergency procedures. The dispatcher must also know weight limits on roads and bridges, low clearances, traffic hazards, and have a good knowledge of local transportation systems, schedules, and routes.

2. Equipment status: The dispatcher must know the current status and location of every assigned item of equipment.

3. Keys: The dispatcher controls the keys to all vehicle locking devices and ignition keys. Spare keys are maintained in the equipment history jacket.

4. Records: The dispatcher checks operator licenses, and issues the Operator's Daily PM Report, NAVFAC 11260/4, for documenting pre- and post-operational checks on construction, weight-handling, and material-handling equipment. The Operator's Inspection Guide and Trouble Report, NAVFAC 9-11240/13, and the Motor Equipment Utilization Record, DD Form 1970, are used for documenting pre- and post-operational checks and recording the utilization of automotive equipment. Additionally, the dispatcher must ensure that equipment required to operate over the road contains mishap reporting procedures and forms. The proper forms are a Standard Form 91 and a description of local mishap reporting procedures.

EQUIPMENT STATUS BOARD.— The Equipment Status Board provides a means of listing, by USN number, all equipment assigned to a unit. The status board should be color-coded to identify the current status, general assignment, and location of each piece of CESE (fig. 6-12).

A responsibility of the dispatcher is to know the current status and location of every assigned piece of equipment. This is accomplished by maintaining the status board and by making, at the end of each work day, a comparison check between the dispatch Equipment Status Board and the Equipment Status Board of cost control.

USN Numbers.— All Navy automotive vehicles, construction equipment, and weight-handling equipment are assigned USN registration numbers for identification. The number assigned to each unit of equipment is keyed to classify the unit by the pertinent subcategory within one of eight major categories of equipment; for example, registration series USN 40-00000 is a major category consisting of earthmoving equipment. 45-00000 of that registration series pinpoints it as a loader. Figure 6-13 shows some of the registration sereis and equipment categories used in the Naval Construction Force.

Equipment Codes.— The equipment codes on the Equipment Status Board are used to establish permanent and positive identification of each piece of equipment; for example, the equipment codes for dozers under the same 48-00000 USN number series identify specific pieces by manufacturer, model, attachments (i.e., winch, ripper, and cab), and so forth.

DISPATCHER'S LOG.— The dispatcher records all vehicles and equipment that are dispatched on the Dispatcher's Log, NAVFAC 9-11240/2 (fig. 6-14). This log sheet, when filled in properly, provides a ready reference as to the location of all the vehicles and equipment dispatched.

*	Code	USN	Description	Location	PM Group	Remarks
(1)	030700	94-88650	Trk 1 4T Util	A CO CDR	37	
(1)	036000	95-19190	Trk 1-1/4T Cargo	Pool	1	
(2)		95-21098		Ops Supervisor	21	Shop 2.20 Deadlined 2.24
(1)	053900	95-16749	Trk 2-1/2T Cargo		2	
(3)	058700	96-27071	Trk 5T Dump	UT Project	3	Excess Ltr 4570 Ser XXX
(3)		96-27072		Pool	23	Excess Ltr 4570 Ser XXX
(4)		96-33439				Due 3.3 Ltr 4610 Ser XXX
(4)		96-33451				Due 3.3 Ltr 4610 Ser XXX
(1)	058800	96-32607	Trk 5T Cargo	UT Project	7	
(1)	060700	96-32926	Trk 5T TT	Pool	5	
(1)	073000	96-36101	Trk Wrecker	Heavy Shop	11	

* Optional column for color disc usage

Legend
(1) Black — In-service, Operational
(2) Red — Deadline
(3) Green — Pending Replacement
(4) Orange — Ordered in
(5) Blue — Optional Detachment, Etc.

Figure 6-12.—Equipment Status Board.

Registration Series	Category
USN 20-00000	Crushing, Mixing, Batching and Paving Equipment
21-00000	Batchers
22-00000	Crushing, Washing, and Screening Equipment
23-00000	Finishers
24-00000	Mixers
25-00000	Distributors and Placers
26-00000	Spreaders and Transporters
27-00000	Asphalt Equipment (Miscellaneous)
28-00000	Concrete Equipment (Miscellaneous)
USN 30-00000	Drilling, Blasting, and Driving Equipment
31-00000	Compressors, Air, Portable (60 through 600 cu. ft./min.)
35-00000	Rock Drilling Equipment
36-00000	Pile Drivers
37-00000	Well Drilling and Earth Boring Equipment
USN 40-00000	Earth Moving Equipment
42-00000	Crane, Crawler, Revolving, w/Backhoe, Dragline, Shovel, and Skimmer Attachments
43-00000	Ditchers, Rooters, and Mucking Machines
44-00000	Graders
45-00000	Loaders
46-00000	Rollers
47-00000	Earth and Rock Moving Equipment, Off Highway Trucks, Trailers, and Scrapers
48-00000	Tractors
USN 50-00000	Power Generation and Miscellaneous Construction and Maintenance Equipment
51-00000	Generators (5 KW and up); Welders, Electric Arc; Lighting Equipment, Trailer Mounted
52-00000	Pump, Water, Centrifugal or Diaphragm, Portable, 4-inch to 12-inch capacity, Gas or Diesel
53-00000	Pump, Special Construction and Asphalt, Portable
54-00000	Servicing Equipment (Miscellaneous)
55-00000	Portable Power Operated Pipe Tongs, Amphibious Fueling Hose Reel, and Skid Mounted Air-Conditioning Unit
56-00000	Soil Stabilizing and Lawn Equipment
57-00000	Sweepers, Snowplows, Snowplow Attachments, and Sanders
58-00000	Trash and Garbage Collectors
59-00000	Mobile Machine Shops
USN 60-00000	Railway Equipment (Except Locomotive Cranes)
61-00000	Car, Railway, Cargo Hauling
62-00000	Car, Railway, Self-propelled
63-00000	Car, Railway, Special Purpose
64-00000	Car, Railway, Tank
65-00000	Locomotive, Railway
66-00000	Equipment, Railway, Track Maintenance
67-00000	Car, Railway, Power Generating
68-00000	Station, Railway, Mobile Power
USN 70-00000	Fire Fighting Equipment
71-00000	Fire Truck, Crash and Rescue (CFR)
72-00000	Fire Pump, Portable
73-00000	Fire Truck, Pumper Combination, Structural
74-00000	Fire Truck, Aerial Ladder
75-00000	Generator Foam, Trailer Mounted
USN 80-00000	Weight Handling Equipment
81-00000	Crane, Tractor Mounted or Operated, and Landing Craft, Wheel Mounted
82-00000	Crane, Truck, and Missile-Handling
83-00000	Crane, Floating, and Pile Driver, Floating
84-00000	Crane, Railway, Locomotive
87-00000	Hoist and Winch Power
88-00000	Propelling or Propulsion Unit, Marine Type
89-00000	Pollution Abatement Equipment
USN 90-00000	Passenger Vehicles, Trucks, and Trailers
91-00000	Bus
92-00000	Sedan
93-00000	Station Wagon/Carryall Truck
94-00000	Truck, Light (up to 10,000 LB. GVW)
95-00000	Truck, Medium (10,001 up to 23,999 LB. GVW)
96-00000	Truck, Heavy (24,000 LB. GVW and up)
97-00000	Trailer
98-00000	Motorcycle and Scooter
USN 400000	Vehicles assigned to nonappropriated fund activities
USN 500000	Automotive vehicles leased for a period of 90 days or more
USN 10-00000	Material-handling equipment

Figure 6-13.-Registration Series and Equipment Category.

NAVFAC 9-11240/2 (3-68) S/N 0105-LF-004-1160
Supercedes NAVDOCKS 11240/2 (5-65)

DISPATCHER'S LOG

11 ACTIVITY	12 DISPATCHER	13 WORK CENTER	14 DATE	15 SHEET
COM. 31st NCR	GRANT EO2	BLDG. 1162	8 MAY 1988	1 OF 1

USN NUMBER	ALPHA CODE	EQUIP CODE	OPERATOR	TIME REQUIRED	OPERATER CODE	ACTIVITY / DESTINATION	JOB ORDER NUMBER	TRANS WORK CTR	EXPECTED RETURN TIME / DATE	CUSTODY / ACTUAL TIME: OUT	IN	TOTAL HOURS	METER READING (Miles / Hours): BEGINNING	ENDING	TOTAL MILES / HOURS	MILES ON STATION
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
94-75111	1	031301	Smith EO3	0800	45	NMCB-74 LA	074568		1500	0805	1420	6 hrs 15 min.	3452	3552	100	3
94-75103	2	031301	Jones EO2	0900	55	NMCB-10 BASE	075678		1300	0910	1600	6 hrs 50 min	1456	1486	30	30

Figure 6-14.-Dispatcher's Log, NAVFAC 9-11240/2.

The dispatcher normally maintains a Heavy Equipment Dispatcher's Log, a class C assigned Dispatcher's Log, and a class B assigned Dispatcher's Log. The heavy equipment log is used for dispatching construction and weight-handling equipment, the class C log is used for dispatching automotive and material-handling equipment, and the class B assigned log is used to record dispatched class B assigned vehicles.

Vehicles assignments are divided into three dispatch categories: class A, class B, and class C.

The class A dispatch category is the full-time assignment of a vehicle to an individual that is only authorized by the Chief of Naval Operations (CNO).

The class B dispatch category in the NCF is the once a week assignment of a vehicle that requires a DD Form 1970. The class B assignment in an NMCB is recommended by the equipment officer and approved by the commanding officer.

The class C dispatch category covers all equipment not under class A or class B. Class C assignments are made on an "as-needed" basis. However, members and project crews are normally assigned the same vehicle each day.

The heavy equipment and class C logs are closed out daily, and the class B assigned log, in an NMCB, is closed out weekly. Closing out a log is done by adding all the ending mileage and hour meter readings and enclosing the reports and records inside the appropriate folded Dispatcher's Log. On the outside of the log, the dispatcher records the date, total mileage, and total operating hours of all the equipment dispatched.

On the first work day of each week, the transportation supervisor collects the Dispatcher's Logs for the Alfa company operations supervisor so they can be reviewed as required by the COMSECOND/ COMTHIRDNCBINST 11200.1 Series.

In the NCF, the logs are retained on file by the dispatcher for a period of 90 days. At a public works, the DD Form 1970 is retained for 90 days and the Dispatcher's Logs are retained for 36 months.

TROUBLE REPORTS FILE.— The Trouble Reports Fide, commonly known as the **Hard-Card File,** is used to hold the NAVFAC 9-11240/13 (Hard Card) and the NAVFAC 11260/4 (Operator's Daily PM Report) that have documented repairs above the operator's area of responsibility not requiring immediate attention and are not a safety-related item.

To avoid disrupting the PM-to-interim repair ratio, you should store these cards with documented repairs in the Trouble Reports File until the piece of equipment is scheduled for a preventive maintenance (PM) inspection. The PM-to-interim repair ratio is the number of scheduled preventive maintenance actions compared to unscheduled maintenance actions (interim repairs). The normal goal is three scheduled PM inspections to each interim repairs. The standard interval between PM service inspections for NCF equipment is 40 working days; therefore, the Trouble Reports File is divided into 40 PM group sections, covering each of these working days.

When apiece of equipment is scheduled for PM, the cards in the Trouble Reports File for that USN are forwarded with the piece of equipment.

YARD BOSS

The yard boss and the dispatcher work as a team. The yard boss has a key part in the Equipment Management Program by enforcing and providing technical guidance for operator pre- and post-operational checks and maintenance procedures that reduce equipment breakdown. Additionally, the yard boss manages the equipment yard and the vehicles parked in it, establishes and enforces traffic control through the yard, such as stop signs, speed limits, and one-way-traffic flow, and is in charge of yard maintenance and the establishment of parking lines and areas, such as a ready line and awaiting-entry-into-shop line. The yard boss sees and hears the equipment that dispatchers cannot see while sitting behind their desks.

The yard boss is also responsible for cycling equipment in the pool that is not regularly used. Equipment must be maintained in a standby status and cycled on a weekly basis at its rated capacity for its intended use. Cycling exercises and protects equipment from deterioration. Equipment cycling must be documented in a cycle log maintained by the yard boss, documenting the date, USN number, duration of cycle, and deficiencies.

Tool Kit

To provide tools for operator maintenance procedures, the yard boss has a tool kit in the Battalion Table of Allowance for the support of the Yard Boss Program. The Kit 80111 provides the minimum tools and equipment resources necessary to support operator maintenance. For control and accountability of the tools, the yard boss should have operators sign a log

book for the tools checked out. The yard boss must also provide grease guns, valve caps, and light bulbs.

Washrack

As a member of the transportation pool, you maybe assigned as a washrack attendant to assist the yard boss in maintaining washrack operations. The washrack supports the Equipment Management Program by providing means for the daily cleaning of equipment that allows the detection and prevention of major problems.

Thorough cleaning of equipment cannot be accomplished with water alone. A supply of soap, brushes, buckets, serviceable hoses, and a trash can enhance the operation of the washrack.

Preventive Maintenance

The yard boss and the dispatcher must work as a team in order to ensure that equipment due for PM is available and is prepared to be turned in the morning of the scheduled PM due date. This team approach allows the mechanic shop to process and service the equipment on schedule.

When a piece of equipment is due for PM, the yard boss receives a NAVFAC 9-11240/13 (Hard Card) from the dispatcher. The dispatcher has the responsibility of maintaining a Hard Card log book and issuing a Hard Card number for tracking the maintenance of the equipment. The yard boss has the responsibility for ensuring the equipment and attachments are cleaned, lubricated, and processed through collateral equipage.

A recommended flow for PM Hard Cards is to have the yard boss submit two Hard Cards stamped "PM" and initialed by the collateral equipage custodian. The equipment, Hard Card, and cards from the Trouble Reports File for the USN are sent to the mechanic equipment inspector. The mechanic equipment inspector has the responsibility to accept or reject the equipment, depending on cleanliness and lubrication. For equipment that is accepted the yard boss has the mechanic inspector sign receipt of the Hard Cards and retains one for the dispatch records.

Saltwater Operations

Operating on beaches, loading and unloading landing craft units, and participating in amphibious operations often expose CESE to salt water and wet sand. Every effort must be made to minimize equipment operations near salt water. Exposure to saltwater causes premature damage to brake systems, lubrication fluids, bearings, extensive rust, and overall equipment failure.

PREINSPECTION.— Before beach operations, equipment must be thoroughly inspected and prepared. The equipment must be in good operating condition, so the possibility of failure in the water is reduced. The fan disconnect must work and all fording equipment must be watertight and connected correctly. If the equipment does not have a fan disconnect and has to perform operations in the water, loosen or remove the fan belt. If you are unsure, consult the maintenance supervisor for clear directions. Use of water-resistant greases, antiseize, antirust compounds, and application of a light oil spray on the undercarriages will reduce corrosion.

OPERATING PRECAUTIONS.— When equipment must enter the water, enter as slowly as possible to reduce the possibility of radiator damage. When swell and surf actions are present, ensure that the equipment does not become submerged below its high water mark. Take caution when operating at low tides because of the incoming tide.

AFTER OPERATIONS SERVICE.— Immediately after operating CESE in or around salt water, you should clean and wash it thoroughly with fresh water. Ensure that all areas are washed and all accumulations of wet sand are removed. A thorough PM inspection should be performed by the mechanic shop, giving special attention to possible contamination of the gearbox and fluid reservoir lubricants. If salt water is detected, the reservoir and the system must be emptied, flushed, and refilled. A light oil spray on the undercarriages after washing down with fresh water can be used to reduce corrosion.

RECOVERY PROCEDURES.— Immediately after recovering equipment that has been submerged, the following procedures must be taken:

1. Wash and clean the equipment thoroughly with fresh water. Ensure that all the areas are washed and all the sand and the mud are removed.

2. Wash and flush out the engine with an oil and diesel fuel mixture. Remove the spark plugs or fuel injectors and turn the engine over.

3. Wash and flush out all the fluid reservoirs and compartments and replace all the falters.

4. It is extremely important to get the engine running as quickly as possible. If the engine will not start, it must be disassembled as quickly as possible, cleaned, and reassembled.

NOTE: A common practice in the NCF is that the equipment operator who submerges or buries a piece of equipment supports the recovery, cleaning, and maintenance service of the equipment.

COLLATERAL EQUIPAGE CUSTODIAN

As a member of the transportation pool, you may be assigned as the collateral equipage custodian. Two

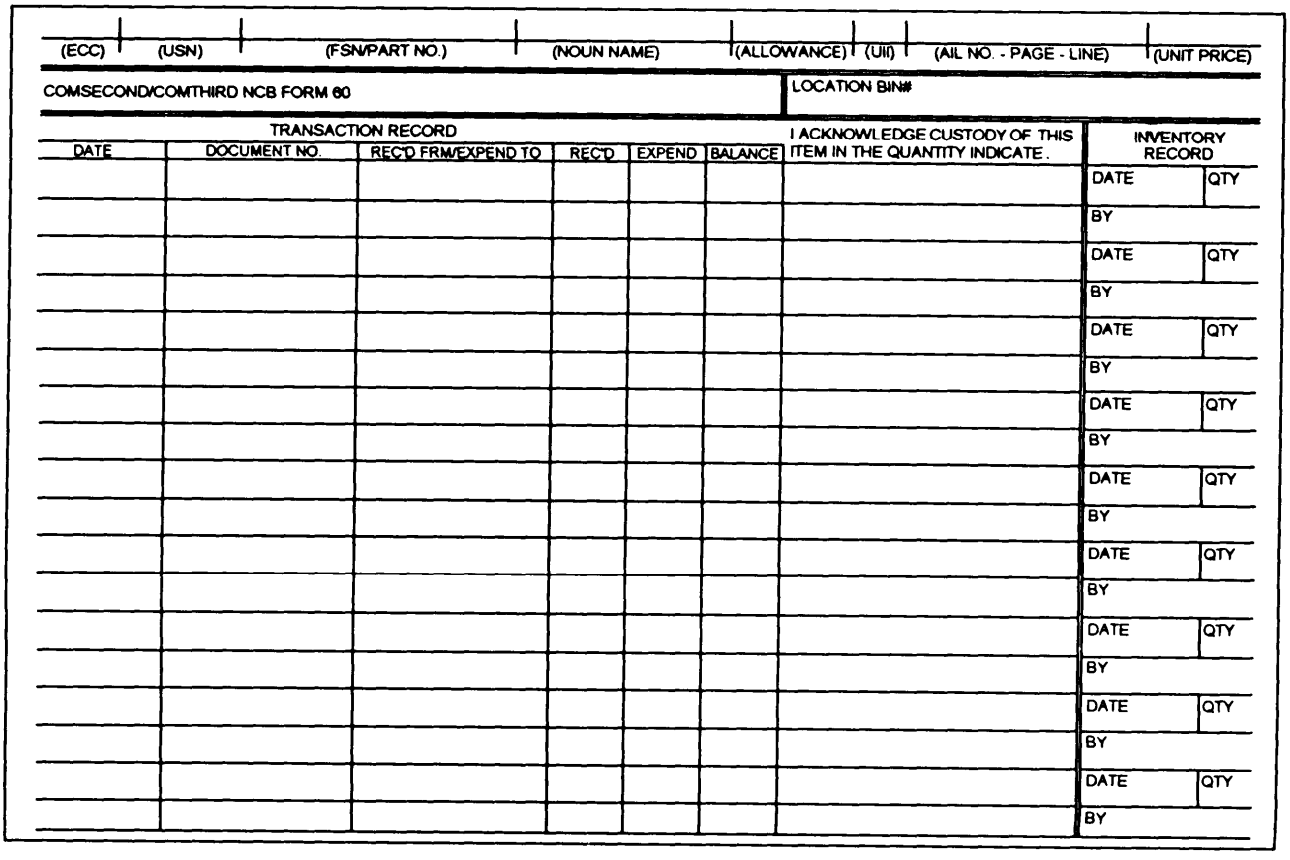


Figure 6-15.-Collateral Custody Record Card, COMSECOND/COMTHIRDNCB 60 Form.

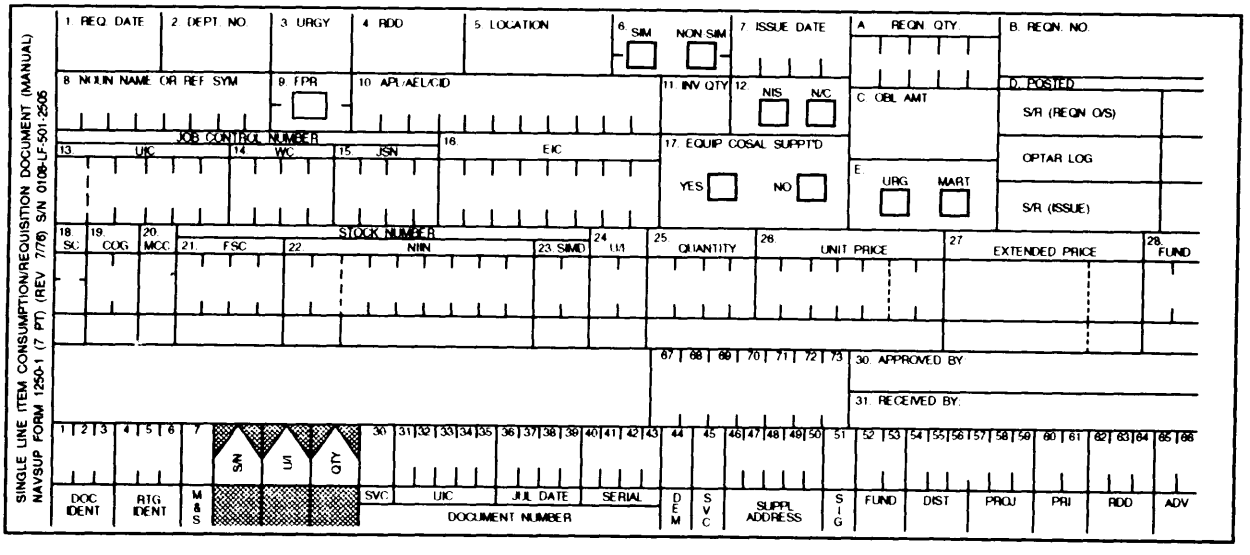


Figure 6-16.-Single-Line Item Consumption/Management Document (Manual), NAVSUP Form 1250-1.

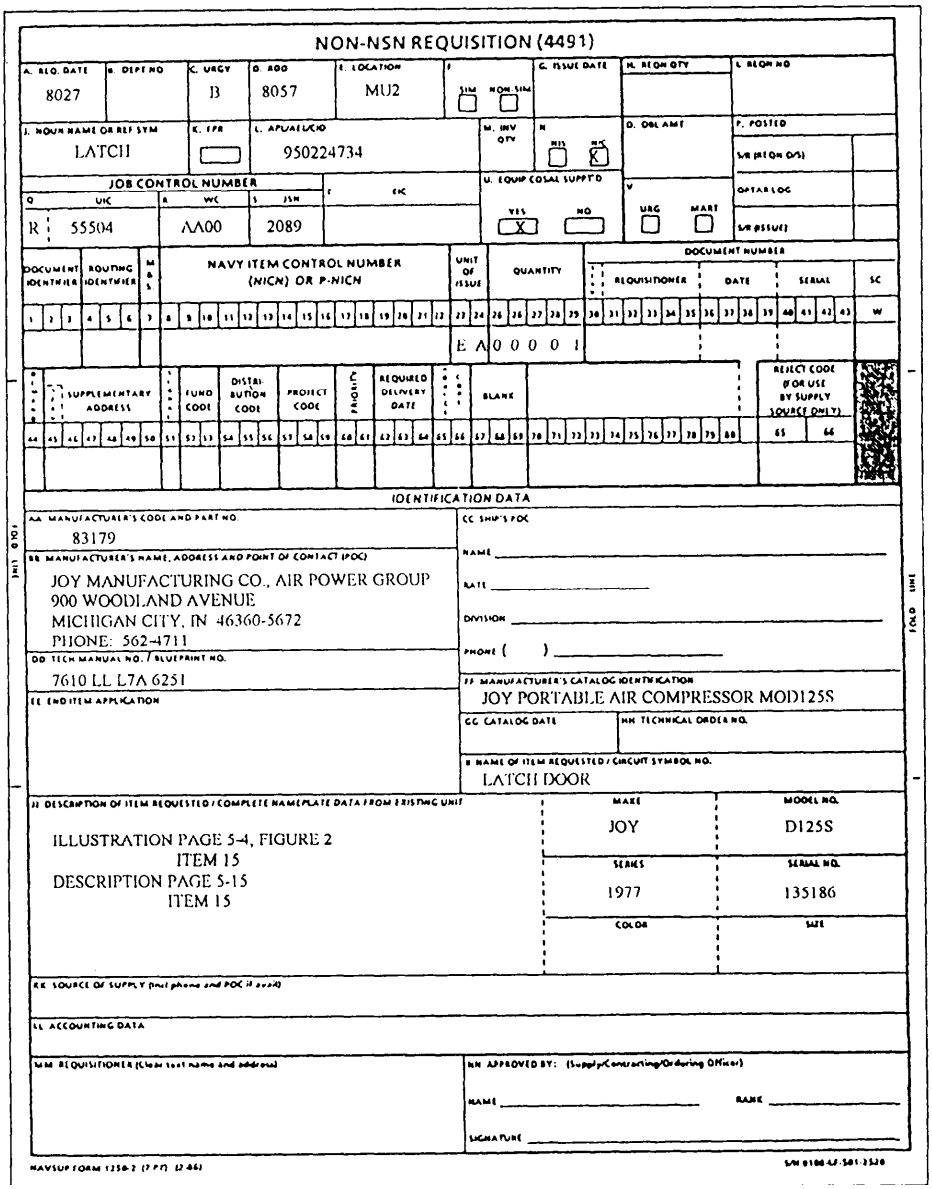
basic types of collateral equipage are **component collateral equipage** and **tactical collateral equipage.**

COMPONENT collateral equipage consists of items, such as hoses for pumps and bits for the earth auger. These items are normally procured on the same contract as the basic machine. The history jacket should contain a list of the amount and types of component collateral equipage.

TACTICAL collateral equipage consists of items common to the equipment, such as top canvas and tarpaulin, bows and side racks, spare tire and rim, jack and lug wrench, and chains with hooks and binders.

The collateral equipage custodian maintains a Collateral Custody Record Card, COMSECOND/COMTHIRDNCB 60 Form (fig. 6-15), for each line item of equipage for each unit of equipment. The equipage custodian enters all outstanding requisitions, receipts, issues, location, losses, and annotates the allowance of a particular line item of equipage for each CESE on the CB 60 form.

The equipage custodian maintains the CB 60 forms in folders for each USN-numbered unit of CESE. The CB 60 forms are pulled on the PM date to perform an inventory of mounted or stored collateral equipage for each unit of CESE entering the shop. The equipage custodian prepares a NAVSUP Form 1250-1 (fig. 6-16) or a 1250-2 (fig. 6-17) for lost, damaged or deteriorated collateral equipment. Outstanding requisitions, amount of gear on hand, and the date inventoried are all



NON-NSN REQUISITION (4491)

A. REQ. DATE	B. DEPT NO	C. URGY	D. ADD	E. LOCATION	F. SIM / NON-SIM	G. ISSUE DATE	H. REQN QTY	I. REQN NO
8027		B	8057	MU2				

J. NOUN NAME OR REF SYM	K. FPR	L. APL/AEL/CMD	M. INV QTY	N. MIS / NIC	O. OBL AMT	P. POSTED
LATCH		950224734				SVR (REQN QTY)

JOB CONTROL NUMBER				Q. EQUIP COSAL SUPPTD		R.		S.
Q. UIC	R. WC	S. JSN	T. CIC	YES	NO	URG	MAST	OBTAIN LOG
R 55504	AA00	2089		X				SVR (ISSUE)

DOCUMENT IDENTIFIER	ROUTING IDENTIFIER	M & S	NAVY ITEM CONTROL NUMBER (NICN) OR P-NICN	UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER: REQUISITIONER	DATE	SERIAL	SC
				EA	00001				W

DEMAND CODE	SUPPLEMENTARY ADDRESS	SIGNAL CODE	FUND CODE	DISTRIBUTION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DATE	ADVICE CODE	BLANK	REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)	
										65	66

IDENTIFICATION DATA

AA. MANUFACTURER'S CODE AND PART NO.: 83179

BB. MANUFACTURER'S NAME, ADDRESS AND POINT OF CONTACT (POC):
JOY MANUFACTURING CO., AIR POWER GROUP
900 WOODLAND AVENUE
MICHIGAN CITY, IN 46360-5672
PHONE: 562-4711

CC. SHIP'S POC
NAME
RATE
DIVISION
PHONE ( )

DD. TECH MANUAL NO. / BLUEPRINT NO.: 7610 LL L7A 6251

EE. END ITEM APPLICATION

FF. MANUFACTURER'S CATALOG IDENTIFICATION: JOY PORTABLE AIR COMPRESSOR MOD125S

GG. CATALOG DATE

HH. TECHNICAL ORDER NO.

II. NAME OF ITEM REQUESTED / CIRCUIT SYMBOL NO.: LATCH DOOR

JJ. DESCRIPTION OF ITEM REQUESTED / COMPLETE NAMEPLATE DATA FROM EXISTING UNIT

ILLUSTRATION PAGE 5-4, FIGURE 2
ITEM 15
DESCRIPTION PAGE 5-15
ITEM 15

MAKE	MODEL NO.
JOY	D125S
SERIES	SERIAL NO.
1977	135186
COLOR	SIZE

KK. SOURCE OF SUPPLY (last phone and POC if used)

LL. ACCOUNTING DATA

MM. REQUISITIONER (Show rank name and address)

NN. APPROVED BY: (Supply/Contracting/Ordering Officer)
NAME RANK
SIGNATURE

NAVSUP FORM 1250-2 (7-77) (2-86)

Figure 6-17.—Non-NSN Requisition, NAVSUP Form 1250-2.

documented on the CB 60 form. The NAVSUP Form 1250s are reviewed and approved by the maintenance supervisor.

NOTE: The inventory procedures are accountable man-hours on the Equipment Repair Order.

The operators of class B assigned CESE sign the CB 60 form assuming full custody of mounted collateral gear. CB 60 forms for class C mounted collateral gear on CESE are signed by the yard boss. The mounted collateral gear is annotated on the daily trip ticket, and custody is assumed by the operator who signs the trip ticket, or the collateral equipage can be issued and returned to collateral each time the unit of CESE is dispatched.

ATTACHMENT CUSTODIAN

The attachment custodian maintains a card file and log that shows an accurate inventory of receipts and issues of attachments, when the attachments were last lubricated, and any damage incurred from one operation to another. In addition, the custodian is responsible for the segregated storage of all attachments and their associated accessories.

Attachments are accessories to construction equipment that enable the basic equipment to perform its function or add versatility. Attachments are stored on hardstands to keep the items out of sand, mud, and water. Hydraulic lines and fittings are sealed for protection from dirt and moisture.

Attachment accessories, such as bucket teeth, sprockets, drum lagging, and wedges, are placed in boxes or on pallets and marked for the appropriate equipment. Wire rope, sheaves, and bolt threads are lubricated. Nuts and bolts are stored in their respective holes on the attachments when possible. Exposed machined surfaces and open parts are preserved to prevent oxidation and damage. Storage is maintained so all attachments belonging to one USN number are stored together.

The attachment custodian is responsible for the Attachments Status Board (fig. 6-18), maintained in the dispatcher's office. The Attachments Status Board reflects the attachment code, NAVFAC identification number, abbreviated description, the USN number of the equipment to which the attachment is assigned the PM group (same as the equipment the attachment is assigned), the location of the attachment, and remarks. The collateral equipage custodian normally performs the duties of the attachment custodian.

FUEL TRUCK DRIVER

Fuel operations in an NMCB are managed by the transportation pool supervisor. The management of fuel operations is normally delegated to the fuel truck driver who must be mature, independent, and reliable.

NOTE: A poorly managed fuel program results in needless downtime of equipment and delays in production.

The fuel truck driver must possess the knowledge, skill, and abilities to accomplish the following:

1. Use the Equipment Status Board to determine the location of all CESE.

2. Know the fuel requirements and function of equipment used on construction sites.

ATTACHMENTS STATUS BOARD

Code	NAVFAC I.D. NO.	Description	USN No. Assigned	PMG	Location and Remarks
A01000	L175B-BH-5	Backhoe	45-01799	17	Attachment Pad
A02500	255-BB-56	Boom Butt	42-01778	9	42-01778
A03000	32-BE-72	Boom Ext	82-03173	14	Attachment Pad

Figure 6-18.-Attachments Status Board.

3. Avoid fueling equipment with the wrong fuel or filling hydraulic systems or cooling systems with the fuel.

4. Maintain accurate records in a log documenting amounts of fuel issued, by equipment USN number.

5. Ensure fuel availability for contingency readiness, daily transportation, and construction operations.

6. Maintain fire extinguishers on the tanker truck as set forth in the U.S. Army Corps of Engineers, *Safety and Health Requirements Manual,* EM 385-1-1.

7. Be alert to avoid environmental pollution. Fuel spillage can be disastrous.

8. Daily communicate with the yard boss, dispatcher, and the transportation supervisor.

9. Be a qualified professional operator of the fuel truck.

Fuel-Handling Vehicle

Fuel-handling vehicles are classified as fuel tank trucks or fuel tank semitrailers. Each vehicle has distinguishing characteristics (model, size, and capacity). The purpose of fuel-handling vehicles is to load, haul, and discharge fuel to other vehicles, aircraft, or fuel depots.

DESCRIPTION.— A typical fuel tank truck is equipped with a tank body divided into compartments. Each compartment has a manhole and filler cover assembly, bottom sump or well, and discharge valves with screen assemblies and drainpipes. The drainpipes end in a manifold in the equipment Compartment. The compartment (fig. 6-19) also houses a delivery pump, a discharge valve control assembly, a pump delivery line gate valve, an automatic dump valve, drain tube valves, a gravity line gate valve, a filter separator, a pressure gate, a meter, a water separator chamber, and a grounding cable.

The delivery pump is powered by the power takeoff (PTO), which is controlled by the PTO lever located in the cab of the truck. The lever is moved backward to the ENGAGED position to engage the PTO which causes the pump to operate. The lever is moved forward to the DISENGAGED position to disengage the PTO and to stop the pump.

The discharge valve control assembly levers control the discharge valves located at the bottom of each tank

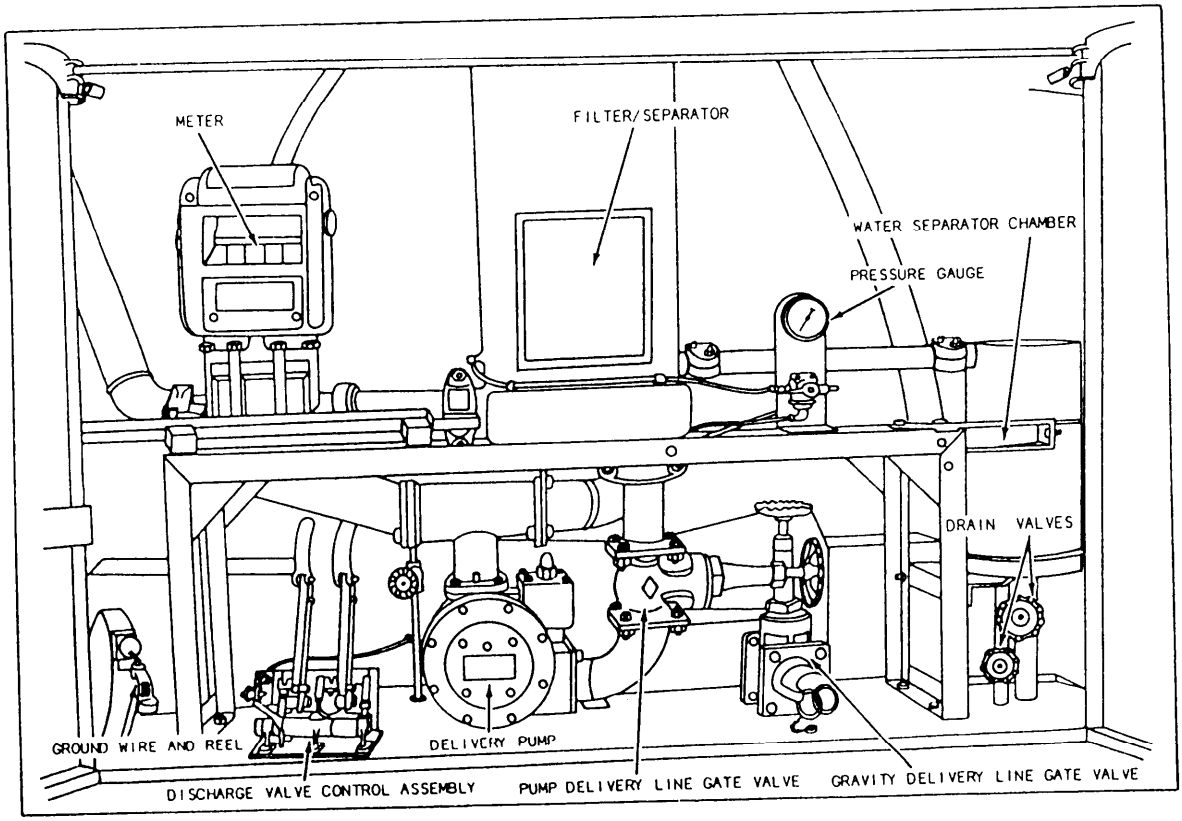


Figure 6-19.-Dispensing equipment compartment.

compartment. Pulling back on a lever opens a discharge valve and permits the flow of fuel into the piping system. Squeezing the trip rod operation handle mounted on the lever and moving the lever forward locks the compartment valve and shuts off the flow of fuel.

In an emergency, the discharge valve remote control lever, located on the left side of the discharge valve control operating lever bank, provides a means of locking all discharge valves. Pulling the handle causes a release lever to trip the operating levers and locks the valves.

OPERATION.— When operating the fuel tank truck for discharging fuels, follow instructions prescribed in the manufacturer's operating manual. The general instructions which follow are typical of the type of fuel tank truck used in the NCF.

Tank trucks are used to haul and dispense fuels. (See fig. 6-20.) The tank truck shown is equipped with a stainless steel, 1,200-gallon tank body, which is divided into two 600-gallon compartments (fig. 6-21). The fuel delivery system is equipped with an upright filter/separator and meter. Since there are only two tank compartments, the discharge valve control has two operating levers, as shown in figure 6-21. There is a speed control linkage assembly that controls the speed of the engine, power takeoff, and delivery pump.

The filter/separator in figure 6-21 is equipped with three filter elements, three go no-go fuses, a pressure gauge, and an automatic dump (drain) valve. The primary function of the filter element is to collect solid contaminants and separate water from the fuel.

The go no-go fuses shut off the fuel flow if water or solid contaminants exceed a safe level; the shutoff of fuel flow indicates the falters are not operating properly. If such a malfunction exists, it must be located and corrected and the fuses replaced before operation is continued.

The automatic dump (drain) valve is float-operated. The float sinks in fuel but rises in water. When water is present in the valve housing, the float rises, the valve opens, and the water drains away through the valve drain tube. Open the automatic dump (drain) valve during fueling operations. Check the pressure differential every day that equipment is in use and while the pump is operating.

Close the meter drain valve, delivery pump drain cock, and filter/separator drain valve. Open the automatic dump (drain) valve. Enter the driver 's compartment and start the engine; depress the clutch, and put the transfer case shift lever in NEUTRAL; place the PTO lever in the ENGAGED position; then place the transmission gearshift lever in the gear position recommended by the manufacturer, and release the clutch.

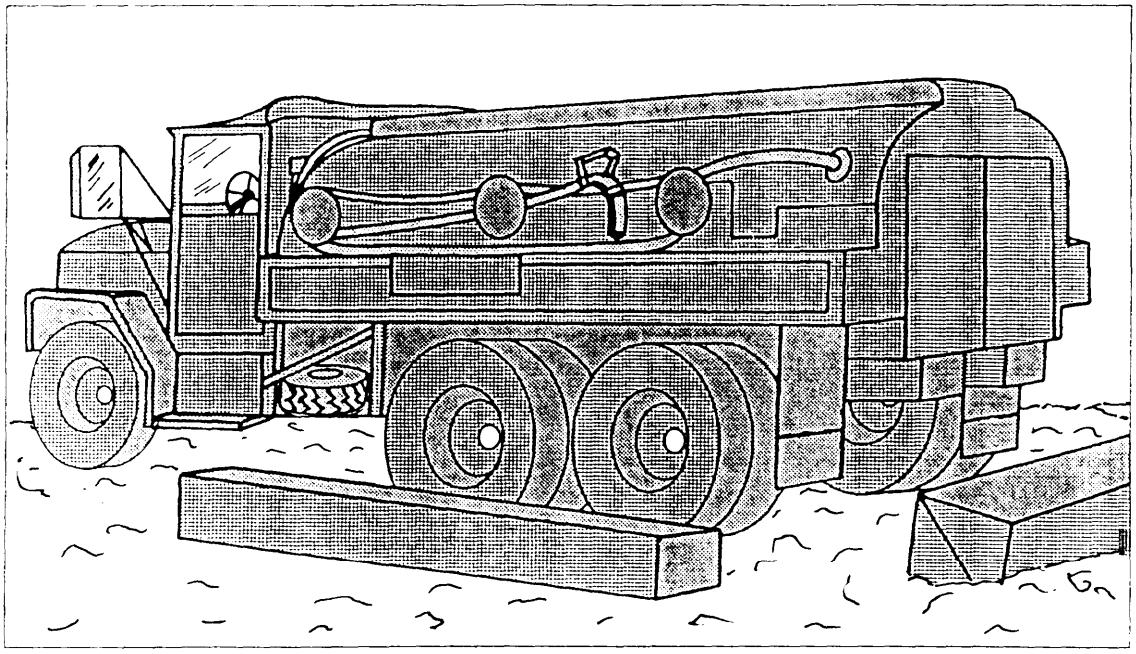


Figure 6-20.-Fuel-service truck.

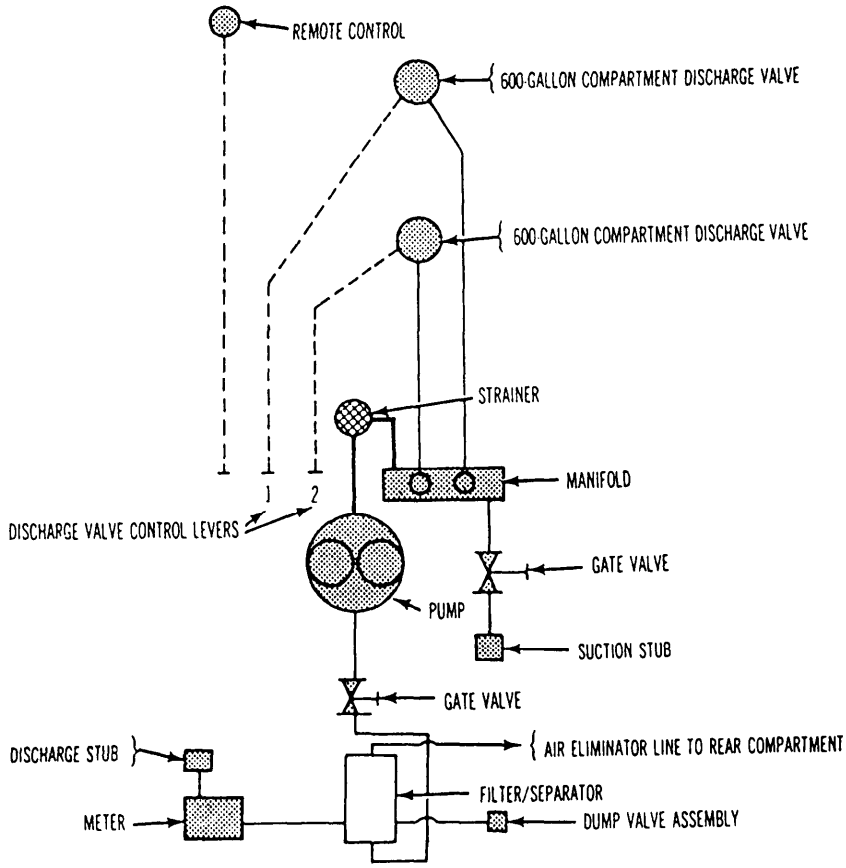


Figure 6-21.—Fuel-service truck diagram.

CAUTION

Allowing the engine to run with the transmission engaged and the transfer case shift lever in NEUTRAL without the PTO in the ENGAGE position will cause bearing failure in the transfer case. Be sure to shift the transmission gearshift lever to NEUTRAL when not operating the power takeoff.

After the fuel dispensing pump is engaged set the throttle rpm to the manufacturer's recommended setting. Move the discharge valve control levers to the open position; and be sure, before pumping operations begin, to attach the grounding wire to the vehicle being serviced. Open the pump delivery line hose and squeeze the nozzle operating lever to discharge the fuel.

After discharging the fuel, close the pump delivery line gate valve, and move the discharge valve control operating lever to the CLOSED position.TIhen close the automatic dump valve drain tube valve. Return to the driver's compartment; set the rpms to idle, depress the clutch and place the transmission gearshift lever in NEUTRAL; then place the transfer power takeoff shifting lever to DISENGAGED, and stop the engine.

When changing from one type of fuel to another, drain and flush the fuel compartments, pump filter/separator, service lines, manifold, meter, gauge, and dispensing hoses and nozzles.

NOTE: All pumping mechanisms are not controlled and operated in the same manner. Each make or model operates differently. If you are in doubt as to the proper pump operation and maintenance procedures, study the operator's manual and the caution and instruction plates located near the pump and control mechanisms.

Fuel Safety

Drivers of fuel tank trucks must observe safe driving practices, some of which are listed below.

- Drive defensively and make allowances for other drivers.

- Make turns only from proper lanes, and signal intent to other drivers. Never leave the proper lane

except when necessary and then only when it is safe to do so.

- Avoid excessive speeds at all times. The fuel tank truck is top-heavy when loaded with fuel, and unstable when partially filled with fuel. The operator must be alert when traveling over rough terrain, on gravel, and on curves. Be alert for passing or approaching traffic.

- Drive downgrade in the same gear that would be used to drive upgrade.

- Move completely off the road if possible, when parking. Set the brakes and chock the wheels when parked on a grade. Set flags during the day and set reflectors at night.

- Stop at all railroad crossings, and be especially watchful if there are multiple tracks.

- Keep your vehicle moving to prevent an accumulation of vapor if a small leak develops. Arrange to discharge the load at the nearest point.

- Ask for assistance if a large amount of fuel is escaping which may be the case if the vehicle is damaged. Immediately secure the engine, cordon the area, and obtain fire-fighting and security support.

- Avoid driving past a fire or near the site until it is safe to do so.

- Never smoke on or about tank vehicles used for hauling flammable liquids. Carry no matches on such vehicles.

- Examine tires occasionally on long hauls for air pressure and for damage that could cause an accident.

- Fuel-handling vehicles should be parked in the least congested area of a pool, properly marked with the type of fuel on board, and No Smoking Within 50 Feet signs visible from any direction. Remember: SAFETY FIRST.

BUS DRIVER

A bus driver must be mature and reliable and must ensure a bus is safe before driving it. Besides performing the normal prestart procedures, the following are items the operator must ensure are in good working order:

1. Service brakes
2. Parking brake
3. Steering mechanism
4. Lights and reflectors
5. Tires and horn
6. Windshield wipers
7. Rearview mirror or mirrors
8. Wheels and rims

Additionally, check the interior of the bus to ensure rider safety. Aisles and stairwells must always be clear and the following must be in a safe working condition:

1. Each handhold and railing
2. Floor covering
3. Signal devices (emergency door buzzer)
4. Emergency exit handles
5. Emergency exit sign visible
6. Seats secured to the bus

NOTE: The bus must have a fire extinguisher and emergency reflectors as outlined in the *Federal Motor Carrier Safety Regulations Pocketbook,* ORS-7A. Additionally, the bus must also have spare electrical fuses unless equipped with circuit breakers.

When performing the normal prestart inspection procedures for a bus, you should use the Bus Inspection Memory Aid (fig. 6-22).

The bus driver has the responsibility for the orderly behavior and safety of all passengers and cargo and should be neat in appearance and maintain a courteous attitude.

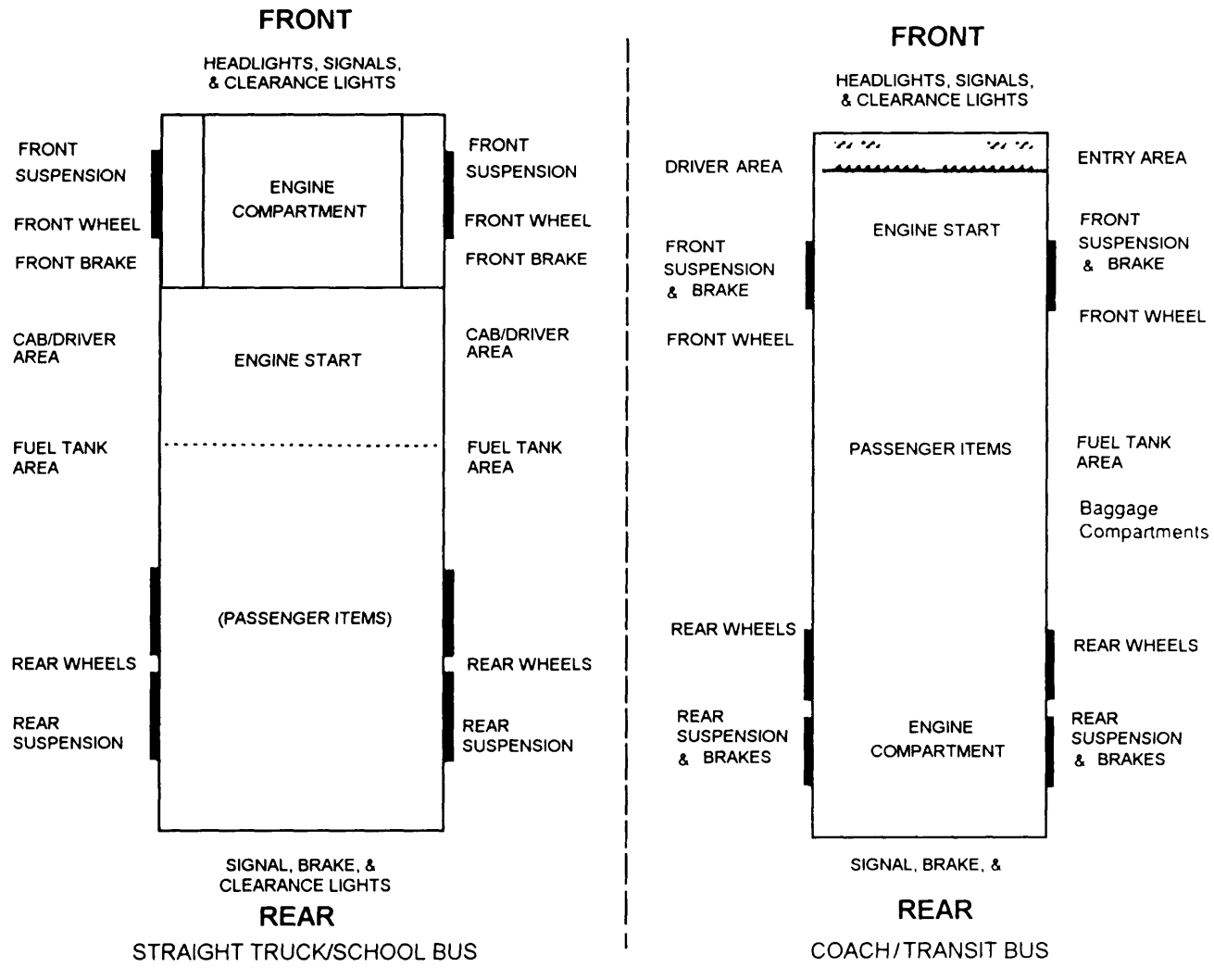
The following are rules a bus driver must follow when operating a bus:

1. Do not allow a rider to stand forward of the rear of the driver's seat. Buses, designed to allow standing, should have a 2-inch line on the floor or some other means showing riders where they cannot stand. This line is called the **standee line,** and all passengers must stay behind it.

2. Do not put a bus in motion with the doors open, and do not close the doors until all passengers are completely clear of the doors.

3. Pay attention to the road when driving and do not carry on unnecessary conversation with the passengers while the vehicle is in motion.

VEHICLE INSPECTION MEMORY AIDS
(KEY LOCATIONS TO INSPECT)



SAFETY NOTE: ALWAYS PUT VEHICLE KEY IN YOUR POCKET--OR SOMEONE MIGHT MOVE THE VEHICLE WHILE YOU ARE CHECKING UNDERNEATH IT.

Figure 6-22.-Bus Inspection Memory Aid.

4. Stop, start, and operate buses smoothly and without jerks or sudden changes in acceleration When making a turn or upon approaching a sharp curve, reduce your speed and use care to avoid injuring passengers.

5. While driving, scan the interior of the bus as well as the road ahead, to the sides, and to the rear. You may have to remind personnel to keep arms and heads inside the bus.

6. Stop your bus between 15 and 50 feet before railroad crossings. Look and listen in both directions for trains. You should open the door if it improves your ability to see or hear an approaching train. Before crossing after a train has passed be sure there is not another train coming in either direction on other tracks. When it is safe to cross, drive the bus completely across the crossing without changing gears. You do not have to stop but must slowdown and carefully check for other vehicles at the following locations:

- At streetcar crossings
- At railroad tracks used only for industrial switching within a business district
- Where a policeman or flagman is directing traffic
- If a traffic signal shows green
- At crossings marked "exempt crossing"

Adhere to the standards and procedures contained in the *Commercial Driver License (CDL) Handbook* for the state or states you operate in.

Transportation of Personnel

In an NMCB, the daily transporting of troops is provided not only through the use of buses but also through the use of cargo trucks equipped with side racks and seats. The driver of a cargo truck is responsible for the safety of all passengers and cargo and should adhere to the same rules as outlined for bus operations.

Additional safety rules used when transporting personnel in cargo trucks areas follows:

1. The number of passengers must not exceed the number that can be seated.

2. Trucks used to transport personnel must be equipped with a seating arrangement securely anchored, have a rear endgate, a guardrail, and a safety strap. Steps or ladders for loading and unloading must be provided and used.

3. All tools and supplies must be stowed and secured when transported with personnel.

4. Passengers must not ride with their arms or legs outside of the truck body, in a standing position on the body, or on running boards, or seated on side finders, cabs, cab shields, or on top of a load.

5. No explosives, flammable materials, or toxic substances may be transported in vehicles carrying passengers.

6. The driver must ensure that all personnel are seated, that the safety strap and rear endgates are in place, and that the doors are closed before moving the vehicle.

7. All personnel should load and unload from the rear of the truck through the use of the steps or ladder. Loading and unloading by climbing on the sides of a cargo truck is dangerous, because a member may slip and fall. Additionally, the weight of personnel causes damage to the side racks.

NOTE: In the NCF, a common practice when loading and unloading passengers is to have the driver exit the cab and visually ensure that all personnel load and unload safely through the use of steps or ladders and ensure the required items are securely in place before proceeding.

Prohibited Practices

Prohibited practices, when engaged in the transporting of personnel, are as follows:

1. Avoid fueling with riders on board unless absolutely necessary.

2. Do not talk to riders or engage in any other distracting activities, while driving.

3. Do not tow or push a disabled bus with passengers aboard, unless unsafe conditions exist. In this case, do not discharge the passengers until the bus has been towed or pushed to the nearest safe area.

TAXI DRIVER

The taxi service provides a method of transporting personnel to medical appointments, jobsites, airports, and areas directed by the transportation supervisor. The dispatch office is normally the base station for taxi service, and the communication to the taxi driver is provided through the use of a radio.

When you are assigned taxi driver duties, the safety of the passengers is your responsibility. You should follow the same safety rules as outlined for hauling personnel in buses and cargo trucks.

TIME CARDS

Time cards are a labor accounting system used to record and measure the number of man-days that an NMCB spends on various functions. In this system, labor utilization data is collected daily in sufficient detail to enable the Operations Department to compile the data

that supports the management of manpower resources and the preparation of reports to higher authority. The Daily Labor Distribution Report Form, COMCBPAC-GEN 5300/1 (fig. 6-23), is the form used when recording man-days expended. Although labor accounting systems may vary slightly from one unit to another, the system described here can be considered typical.

The type of labor performed is broken down and reported in a number of categories. The purpose of these categories is to show how well labor has been used. For time keeping and labor reporting, all labor is classified as productive or overhead.

PRODUCTIVE LABOR is all labor that directly or indirectly contributes to the accomplishment of the mission of the unit, such as construction operations, military operations and readiness, disaster recovery operations, and training.

1. DIRECT LABOR is all man-days expended directly on assigned construction activity, either in the field or in the shop, and labor which contributes directly to the completion of the end product. Direct labor must be reported separately for each assigned master activity.

2. INDIRECT LABOR is man-days expended to support construction operations, but which does not produce an end product itself. Equipment maintenance and production of shop drawings are examples of indirect labor.

3. MILITARY OPERATIONS AND READINESS is man-days expended in actual military operations, unit embarkation, planning and preparation necessary to ensure the military and mobility readiness of the unit.

4. DISASTER RECOVERY OPERATIONS is man-days actually expended during disaster recovery operations.

OVERHEAD LABOR is not considered to be productive labor in that it does not contribute directly or indirectly to the end product. It includes all labor that

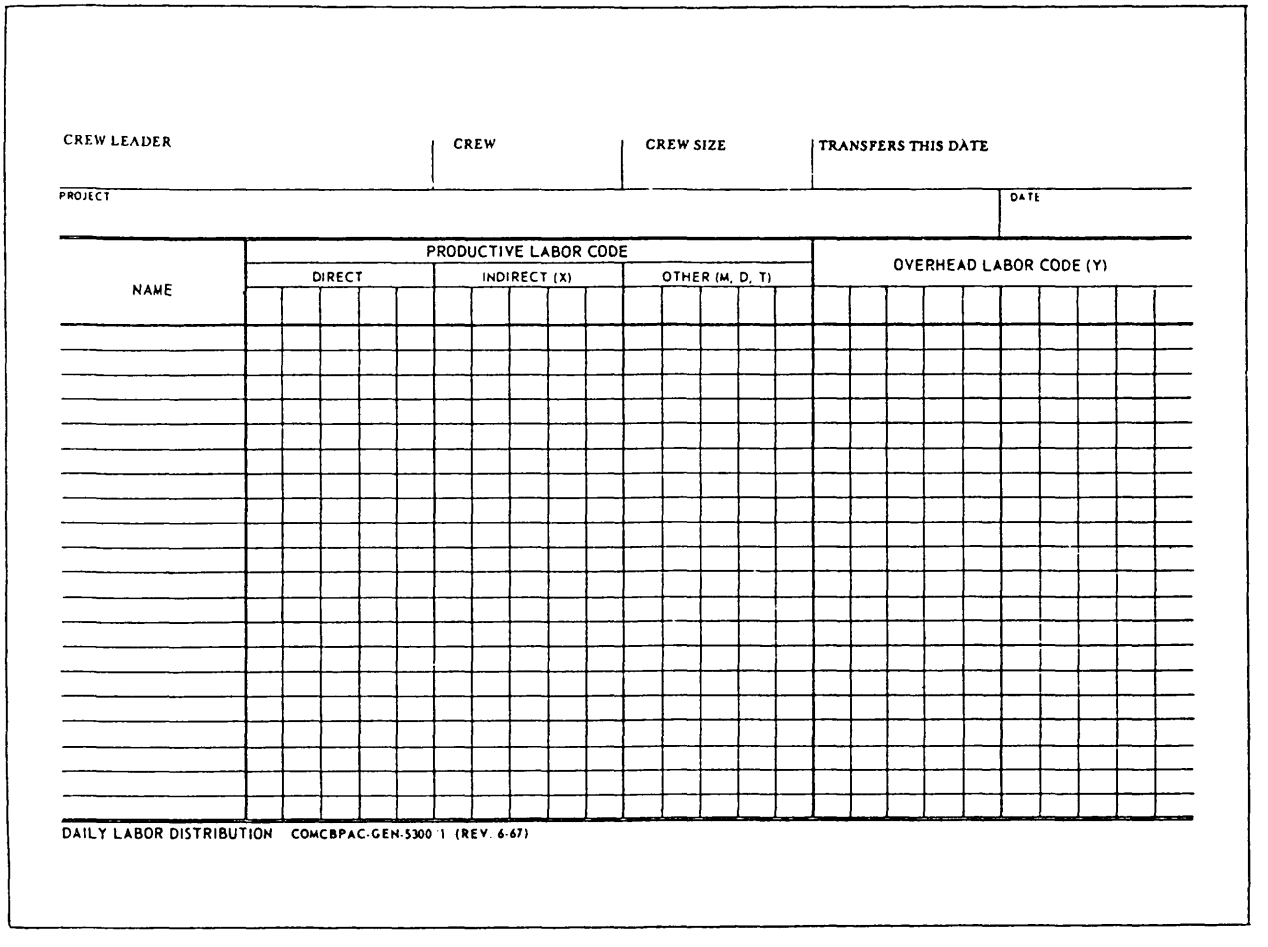


Figure 6-23.-Daily Labor Distribution Report Form.

must be performed regardless of the assigned mission. Subcategories of labor are shown in figure 6-24.

Crew leaders have the responsibility of preparing time cards each day to reflect man-hours expended by all personnel assigned to them. In the transportation pool, this may be the responsibility of the yard boss or the dispatcher.

The crew leader's report is submitted on a Daily Labor Distribution Report Form, as shown in figure 6-23. The report provides a breakdown by man-hours spent on a construction project or in the various labor codes for each person in the crew for any day on any project. It should be reviewed by the company operations chief and the company commander before it is forwarded to the Operations Department.

Operations Department tabulates the crew leader's report along with all of the daily labor distribution reports received from each company and department in the unit. It serves as the means by which the operations officer analyzes the labor distribution of his total manpower resources for any day as feeder information for the preparation of the monthly operations report and any other resource reports required of the unit.

This information must be accurate and timely, and each level in the company organization should review it for an analysis of its own internal construction management and performance rather than serve merely as a feeder report to the operations officer.

EMBARKATION

Naval Construction Force (NCF) units, such as Naval Mobile Construction Battalions (NMCBs), Amphibious Construction Battalions (PHIBCBs), Construction Battalion Units (CBUs), and so forth, are required to maintain a high state of readiness and must be capable of rapidly and efficiently embarking aboard aircraft or shipping to provide contingency support to the Navy, the Marine Corps, and other forces and perform and participate in disaster recovery operations and field exercises. Detailed procedures for embarkation are outlined in the *Naval Construction Force Embarkation Manual,* COMSECOND/ COMTHIRDNCBINST 3120.1.

CESE AND MATERIAL PREPARATION

Upon notification from higher authority to mount-out and deploy, the battalion re-organizes and sets up a mount-out control center (MOCC). The MOCC is under the direction of the battalion executive officer. The MOCC controls, coordinates, and monitors the movement of all personnel, supplies, and equipment to the marshaling area. The MOCC and the embarkation staff control all aspects of an NMCB mount-out and serve as the coordinating center for all the companies and battalion staff.

The preparation of CESE for embarkation is the responsibility of Alfa company. All vehicles and equipment must be absolutely clean of mud, oil, grease, or any other foreign matter, and all leaks must be repaired before being embarked. Embarking on aircraft requires special loading procedures for several types of CESE assigned to the battalion Table of Allowance (TOA). These procedures are outlined in the *NCF Embarkation Manual,* COMSECOND/ COMTHIRD-NCBINST 3120.1 Series. Alfa company has the responsibility of following these procedures that consist of the removal of dump truck headache racks, equipment exhaust stacks, dozer blades, counterweights, and equipment roll over protective structure (ROPS), bows, tarps and side racks, and so forth.

NOTE: The bolts, nuts, and parts from the disassembled equipment must be placed with the equipment in a location that is easily accessible.

Mobile Loads

A mobile load is an item on a vehicle that is not considered to be a secured part of a vehicle. Mobile-loaded items must be secured to the vehicle by a minimum of one-half-inch-thick rope of manila or hemp, from side to side and front to rear.

Onboard Fuel

Another area that must be checked and serviced is the amount of fuel in the fuel tanks on vehicles. Fuel tanks of a vehicle must be at least one-fourth full and not more than three-fourths full. If the vehicle is to be placed on the ramp of an aircraft, fuel tanks should never be more than one-half full.

Fuel in tanks for trailer-mounted and single-axle units must not exceed one-fourth full when these units are disconnected from the prime mover with the tongue resting on the aircraft floor. When positioned on the aircraft ramp, the fuel tanks must be drained, but not purged.

After a piece of CESE is cleaned, checked, and serviced by Alfa company, the dispatcher notifies the MOCC that the CESE is ready to be transferred to the

PRODUCTIVE LABOR. Productive labor includes all labor that directly contributes to the accomplishment of the Naval Mobile Construction Battalion, including construction operations and readiness, disaster recovery operations, and training.

DIRECT LABOR. This category includes all labor expended directly on assigned construction tasks, either in the field or in the shop, and which contributes directly to the completion of the end product.

INDIRECT LABOR. This category comprises labor required to support construction operations, but which does not produce in itself. Indirect labor reporting codes are as follows:

X01 Construction Equipment Maintenance, Repair and Records
X02 Operation and Engineering
X03 Project Supervision
X04 Project Expediting (Shop Planners)
X05 Location Moving
X06 Project Material Support
X07 Tool and Spare Parts Issue
X08 Other

MILITARY OPERATIONS AND READINESS. This category comprises all manpower expended in actual military operations, unit embarkation, and planning and preparations necessary to insure unit military and mobility readiness. Reporting codes are as follows:

M01 Military Operations
M02 Military Security
M03 Embarkation
M04 Unit Movement
M05 Mobility Preparation
M06 Contingency
M07 Military Administrative Functions
M08 Mobility & Defense Exercise
M09 Other

DISASTER CONTROL OPERATIONS

D01 Disaster Control Operations
D02 Disaster Control Exercise

TRAINING. This category includes attendance at service schools, factory and industrial training courses, fleet type training, and short courses, military training, and organized training conducted within the battalion. Reporting codes are as follows:

T01 Technical Training
T02 Military Training
T03 Disaster Control Training
T04 Leadership Training
T05 Safety Training
T06 Training Administration

OVERHEAD LABOR. This category includes labor which must be performed regardless of whether a mission is assigned, and which does not contribute to the assigned mission. Reporting codes are as follows:

Y01 Administrative & Personnel
Y02 Medical & Dental Department
Y03 Navy Exchange and Special Services
Y04 Supply & Disbursing
Y05 Commissary
Y06 Camp Upkeep & Repairs
Y07 Security
Y08 Leave & Liberty
Y09 Sickcall, Dental & Hospitalization
Y10 Personal Affairs
Y11 Lost Time
Y12 TAD not for unit
Y13 Other

Figure 6-24.-Subcategories of labor.

weighing and marking station. Weighing and marking procedures are outlined in the *Equipment Operator, Advanced,* NAVEDTRA 12537.

Palletized Cargo

Cargo that is to be loaded on an aircraft is palletized on 463-L air certified pallets, as shown in figure 6-25. The weight of an empty 463-L pallet is standardized at 290 pounds; when side and top nets are added the pallet weight is 355 pounds. These figures are to be used in weight and balance planning of an aircraft load plan. The outside dimensions of a 463-L pallet are 88 inches long and 108 inches wide. The usable space on the pallet is 84 by 104 inches; this leaves a 9-inch space around the outside perimeter of the pallet load. Cargo can be loaded on the pallet up to 96 inches high, and the weight limitation is 10,000 pounds per pallet maximum.

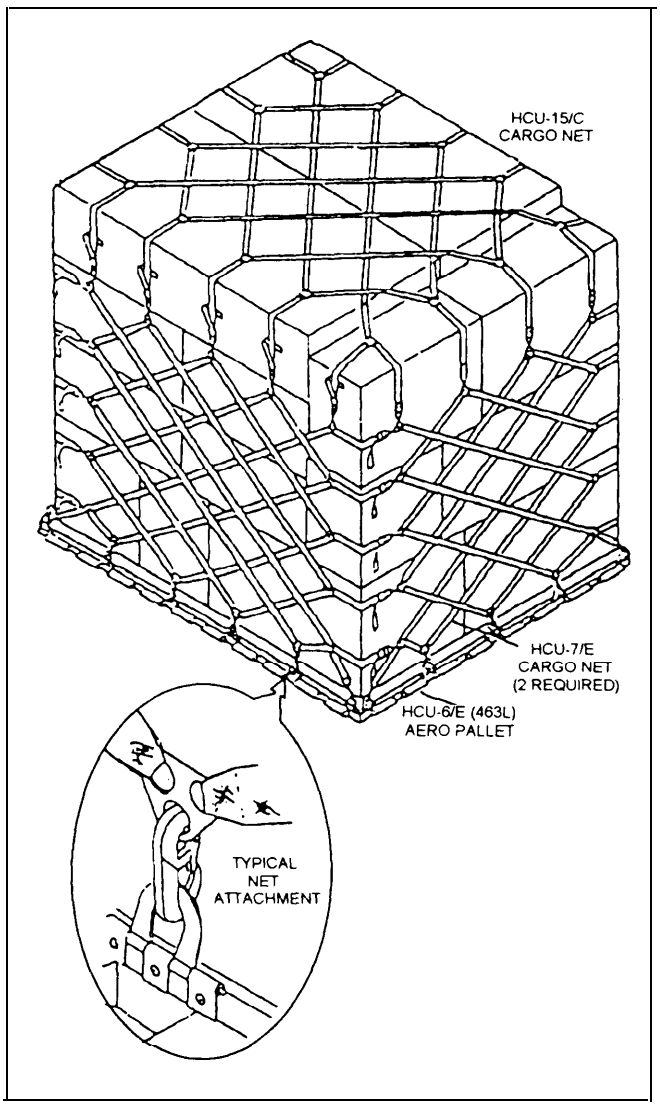


Figure 6-25.-463-L pallet with cargo and net.

Each pallet has a total of 22 tie-down rings (six on the long side and five on the short side) that match up with the cargo net fasteners. 463-L pallets lock into the aircraft by a rail on each side of the aircraft.

When loads are placed on a pallet, three point dunnage must be placed under each pallet. The size of the dunnage must be at least 4- by 4- by 88-inch timbers. One timber must be placed under the center of the pallet and one under each outside edge of the pallet; this helps prevent warping of the pallets.

To store empty pallets, you should first put down one set of three point dunnage, then stack the pallets no more than 10 high. If more pallets must be stacked, another set of dunnage must be placed on top of the first 10 pallets, then 10 more pallets can be stacked. This sequence can be repeated up to a maximum of 40 pallets. Each pallet must be stacked with the cargo loading surface facing in an upward direction.

During the pallet-building process (placing cargo on the pallets), always load heavy cargo in the center of the pallet and build it up with lighter cargo around it. This will keep the center of balance at the center of the pallet. All cargo loaded on a 463-L pallet must be placed close together with no open space between them. If space is left between cargo items, the cargo may shift on the pallet during flight and could cause damage to or even loss of the aircraft.

ADVANCED BASE PLANNING

During World War II when bases were constructed across the island chains of the Pacific Ocean, it became apparent that significant savings in both time and material could be realized if units of materials, equipment, and personnel required to perform specific functions were standardized. This was the beginning of the Advanced Base Functional Components (ABFC) System that is still in use today. This section will briefly cover the ABFC System and the *Facilities Planning Guide,* NAVFAC P-437.

ADVANCED BASE FUNCTIONAL COMPONENTS SYSTEM

The Advanced Base Functional Components System is covered in the *Naval Construction Force (NCF) Manual,* NAVFAC P-315, and in volume 2 of the *Facilities Planning Guide,* NAVFAC P-437. However,

the overall ABFC System comprises a preplanned collection of individual functional components, each of which is designed and organized to perform a specific function at an advanced base. These functional components are given code numbers and names to indicate their function; for example, component P26 is a Seabee Team, and component N24A is a 750-man tent camp.

By using the ABFC System, planners for logistics, facilities, and construction can readily identify the equipment, facilities, materials, construction effort, and other pertinent information that is needed for each component. The basic document that identifies all of this data is the NAVFAC P-437.

NAVFAC P-437

The *Facilities Planning Guide,* NAVFAC P-437, is the basic tool that you should consult when tasked to assist in planning the construction of an advanced base. This document identifies the structures and supporting utilities of the Navy ABFC System. It was developed to make pre-engineered facility designs and corresponding material lists available to planners at all levels. While these designs relate primarily to expected needs at advanced bases and to the Navy ABFC System, they can also be used to satisfy peacetime requirements. Facilities, logistics, and construction planners will each find the information required to select and document the material necessary to construct facilities.

NAVFAC P-437 consists of two volumes. Although it may seem unusual to do so, volume 2 will be covered first.

Volume 2

Volume 2 of the P-437 is organized into three parts. **Part 1 (Components)** contains data displays for each of the ABFC components and is indexed by code number. These data displays list and describe the **facilities** that make up each ABFC component. Figure 6-26 is an

COMPONENT P25

NAVAL MOBILE CONSTRUCTION BATTALION

PROVIDES PERSONNEL, ADMINISTRATION, SUBSISTANCE, EQUIPMENT AND MINIMAL HOUSING REQUIRED FOR THE MOBILIZATION OF ONE MOBILE CONSTRUCTION BATTALION.

SITE PLAN 6027643 MAJOR REV 08 08 89

COMPONENT P25 JUN 15 90

FACILITY	DESCRIPTION	FACILITY CAPACITY	QTY	COMPONENT CAPACITY	WEIGHT SHORT TON	CUBE MEAS TON	DOLLAR VALUE	CONST EFFORT MANHOURS
123 10T	POL STOR-DSPMSG FACIL 20000 GAL	1 OL	2	2 OL	3.8	7.4	73,535	470
143 45AD	ARMORY SMALL (TRICON)	100 SF	1	100 SF	1.4	10.7	5,650	0
143 45AE	ARMORY CONTAINERIZED-STANDARD 20	160 SF	2	320 SF	13.0	64.0	25,040	0
214 20M	A CO AUTO/CONST EQUIP MAINT SHOP	4000 SF	2	8000 SF	6.8	23.4	69,602	210
219 10J	B C AND D COMPANY SHOPS MINIMAL	5024 SF	1	5024 SF	4.1	13.9	38,235	85
219 10P	CENTRAL TOOL ROOM 16X32 TENT	512 SF	1	512 SF	.5	1.7	4,208	8
441 108D	STORAGE/SUPPLY/SPARE PRT 16X32 TENT	512 SF	5	2560 SF	2.0	7.0	12,410	30
530 10RD	MEDICAL-DENTAL/FIRST AID	1024 SF	1	1024 SF	1.3	4.4	8,353	40
610 10V	ADMINISTRATION OFFICE TENT	512 SF	6	3072 SF	3.0	9.6	16,296	48
722 10RD	GALLEY MESS TLD BOOM T. RAPID DEPL	800 MM	1	800 MM	17.9	91.6	115,048	285
723 20JA	HEAD 4-HOLE BURN OUT W/LATRINE	336 SF	17	5712 SF	27.2	45.9	18,004	1,003
723 61C	SHOWER BATH UNIT PORTABLE 9 HEAD	1 EA	4	4 EA	4.0	22.8	61,530	116
725 10AD	AIR DET TENT CAMP FACILITY	4408 SF	1	4408 SF	10.7	29.9	43,824	334
725 10J	TROOP HOUSING EMERGENCY 16X32 TENT	512 SF	53	27136 SF	26.5	84.8	143,948	424
730 40TA	LAUNDRY 100LBS PER HR W/CESE	512 SF	2	1024 SF	6.0	44.2	114,403	82
811 10R	ELEC PWR PLANT DSL 2-200KW W/O TANK	400 KW	1	400 KW	11.1	13.7	115,691	5
812 30OP	DISTR CTR PORT 480-208/120V 30KVA		10		7.0	12.0	71,406	30
812 30PE	ELEC DISTR LINE 1000FT #6AMG	250 LF	2	500 LF	.2	.6	1,769	22
812 30PE	ELEC DISTR LINE 1000FT #1 EXPED	250 LF	2	500 LF	.2	.4	1,484	40
812 30PG	ELEC DISTR LINE 1000FT 250MCM EXPED	250 LF	10	2500 LF	7.0	9.0	24,409	670
812 30PK	DISTR CTR PORT 208/120V 30A 3PH		4		.4	1.2	6,903	8
812 30PL	DISTR CTR PORT 480-208/120V 15KVA		4		2.0	4.8	25,604	8
812 30Z	ELEC DISTR SPLC ENCL LARGE		2		.6	3.4	3,925	56
841 10T	WATER TREATMENT UNIT	40 KG	2	80 KG	1.8	8.6	58,551	28
841 40E	WATER STORAGE POTABLE	30000 GA	2	60000 GA	7.8	14.6	46,754	166
872 10R	SECURITY ANCHORING FOR TENTS		3		.0	.3	484	0
872 10Y	SECURITY FENCE BARRIER (2000 FT)	2000 LF	3	6000 LF	9.9	8.1	7,338	216
872 10Z	SECURITY FENCE BARRIER (2000 FT)	2000 LF	5	10000 LF	21.5	40.5	23,110	1,200
872 200X	BUNKER COMMAND POST	1 EA	3	3 EA	24.3	36.0	19,251	1,425
				TOTAL NORTH (TEMPERATE)	221.6	614.5	1,160,787	6,989
				TOTAL TROPICAL (BASIC)	212.3	583.0	1,087,343	6,833

COMPONENT P25

CONST STD	LAPSED DAYS	LAND ACRES	POWER KVA CONNECTED	POWER KVA DEMAND	WATER GPD	SEWER GPD	FUEL GAL/300DAYS HEATING DSL	FUEL GAL/300DAYS HEATING MOGAS	FUEL GAL/300DAYS PWR GEN DSL
INIT	0	53.0	301	202	22,000	18,800	37,884	0	0

SKILLS	MANHOURS	EA	BU	UT	CE	SW	EO	CM	MS
		166	1,415	620	627	486	612	0	3,099

Figure 6-26.-Typical data display for a component.

example of one of the data displays that you can find in part 1.

Take note that figure 6-26 is for component P25. The name of this component is Naval Mobile Construction Battalion. The specific function, or purpose, of this component is shown directly below the component name. Listed below the function are all of the facilities that comprise component P25. For each facility, you find the single-facility capacity, total quantity, and total facility capacity required for the component; for example, there is a total of two water-storage facilities (Facility Number 841 40E) required for the complete component. Each of these storage facilities has a capacity of 30,000 gallons, and the total water-storage capacity for the component is 60,000 gallons. Also listed for each facility is the weight, cube, dollar value, and estimated construction effort for the total quantity of each facility. At the bottom of figure 6-26, you find additional information concerning the complete component. This includes a breakdown, by Seabee rating, of the estimated direct-labor man-hours that are needed to construct the component.

Part 2 (Facilities) includes a data display for each of the ABFC facilities. This part, indexed by facility number, is used to identify the **assemblies** that are required for each facility. For the P25 component, look at the data display for Facility Number 214 20N. This data display, found in part 2, is shown in figure 6-27.

At the top of this data display (fig. 6-27) is the facility number and nomenclature of the facility. Below this, you see a listing, by assembly number, of all of the assemblies that are needed for one complete facility. This listing includes the description, quantity, weight, cubic feet, dollar value, and the estimated construction effort required for each assembly. Below the listing of assemblies, you also find other information regarding the complete facility; for example, you can see that Facility 214 20N requires a land area of .30 acres and the estimated EO direct labor required to install this facility is 24 man-hours.

Part 3 (Assemblies) is indexed by assembly number and contains data displays that list all of the materials required for each assembly. For an example, look at the data display for Assembly Number 10004 that is required for Facility 214 20N shown in figure 6-28. This display shows the national stock number (NSN), description, unit of issue, quantity, weight, cubic feet, and dollar value for each line item of material that is required for one complete assembly. Additionally, you can find the estimated number of man-hours and the recommended size of crew needed to assemble and install one of these assemblies.

Volume 1

Refer again to figures 6-26, 6-27, and 6-28. Each of these figures references to a drawing. Volume 1 of

FACILITY 214 20N PLANNING FACTOR NA JUN 15 90

A COMPANY AUTO/CONSTRUCTION EQUIPMENT MAINTENANCE SHOP

NAVFAC DRAWING NUMBER 6028062 MAJOR REV. 12 11 84

ASSEMBLY	DESCRIPTION	ZONE	QTY.	WEIGHT POUNDS	CUBIC FEET	DOLLAR VALUE	CONST EFFORT MANHOURS
10000	REPAIR KIT TENTAGE		1	18.0	1.0	191.95	0
10004	TENT 40X100		1	3,705.0	146.2	10,407.20	38
25023	HEATER DUCT TRLR MTD 400000 BTU DSL	N	2	1,833.8	226.7	18,863.80	4
30210	TENT RCPT-LTG ASSY W/8-100W		6	1,086.0	89.5	3,612.12	12
30211	DISTR CTR PORT 208/120V 30 AMP		1	185.3	10.3	1,725.70	2
52023	SITE PREP F/4000SF BLDG W/O SLAB		1	.0	.0	.00	49

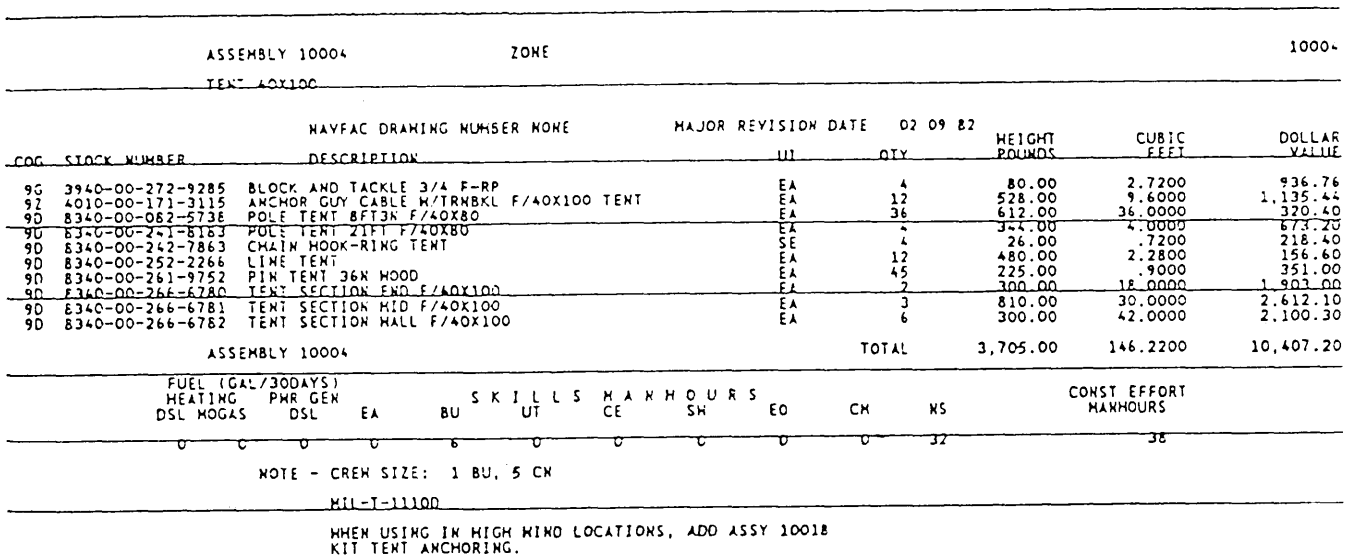
	SHORT TON	MEAS TON				
TOTAL NORTH (TEMPERATE)	3.4	11.7	6,828.1	469.7	34,800.77	105
TOTAL TROPICAL (BASIC)	2.5	6.1	4,994.3	243.0	15,936.97	101

FACILITY 214 20N PRIMARY UNIT OF MEASURE 4,000 SF SECONDARY UNIT OF MEASURE 0

CONST STD	LAPSED DAYS	LAND ACRES	POWER KVA CONNECTED	DEMAND	VOLTS	PHASE	WATER TOT. GPD	WATER PEAK GPM	SEWER GPD	RECOV. CODE
INIT	2	.30	16	12	120	1	0	0	0	A

FUEL (GAL/30DAYS) HEATING DSL	HEATING MOGAS	PWR GEN DSL	SKILLS MANHOURS EA	BU	UT	CE	SW	EO	CM	NS
5,716	0	0	21	6	2	7	0	24	0	45

Figure 6-27.-Typical data display for a facility.



ASSEMBLY 10004 ZONE 10004

TENT 40X100

NAVFAC DRAWING NUMBER NONE MAJOR REVISION DATE 02 09 82

COG	STOCK NUMBER	DESCRIPTION	UI	QTY	WEIGHT POUNDS	CUBIC FEET	DOLLAR VALUE
9G	3940-00-272-9285	BLOCK AND TACKLE 3/4 F-RP	EA	4	80.00	2.7200	936.76
9Z	4010-00-171-3115	ANCHOR GUY CABLE W/TRNBKL F/40X100 TENT	EA	12	528.00	9.6000	1,135.44
9D	8340-00-082-5738	POLE TENT 8FT3N F/40X80	EA	36	612.00	36.0000	320.40
9D	8340-00-241-8163	POLE TENT 21FT F/40X80	EA	4	344.00	4.0000	673.20
9D	8340-00-242-7863	CHAIN HOOK-RING TENT	SE	4	26.00	.7200	218.40
9D	8340-00-252-2266	LINE TENT	EA	12	480.00	2.2800	156.60
9D	8340-00-261-9752	PIN TENT 36N WOOD	EA	45	225.00	.9000	351.00
9D	8340-00-266-6780	TENT SECTION END F/40X100	EA	2	300.00	18.0000	1,903.00
9D	8340-00-266-6781	TENT SECTION MID F/40X100	EA	3	810.00	30.0000	2,612.10
9D	8340-00-266-6782	TENT SECTION WALL F/40X100	EA	6	300.00	42.0000	2,100.30
		ASSEMBLY 10004		TOTAL	3,705.00	146.2200	10,407.20

FUEL (GAL/30DAYS) HEATING DSL	HEATING MOGAS	PWR GEN DSL	SKILLS MANHOURS EA	BU	UT	CE	SH	EO	CM	MS	CONST EFFORT MANHOURS
0	0	0	0	6	0	0	0	0	0	32	38

NOTE - CREW SIZE: 1 BU, 5 CM

MIL-T-11100

WHEN USING IN HIGH WIND LOCATIONS, ADD ASSY 10018 KIT TENT ANCHORING.

Figure 6-28.—Typical data display for an assembly.

the P-437 is used for these drawings. Volume 1 contains reproducible engineering drawings and is organized as follows:

Part 1 (Component Site Plans) is indexed by component designation and includes typical site plans for the ABFC components. When a component does not have a site plan, the word *None* appears on the data display for the component.

Part 2 (Facility Drawings and Networks) is indexed by facility number and contains detailed construction drawings of the ABFC facilities. Also included in part 2 preconstruction networks. A network is a diagram that is used to guide and manage a construction project. It includes information, such as the sequence of construction activities, start and finish dates of each construction activity, duration of each activity, and other information that is of use to the crew leaders, supervisors, and managers of a project. The *Seabee Planner's and Estimator's Handbook*, NAVFAC P-405, provides detailed guidance on reading and preparing construction networks.

Part 3 (Assembly Drawings) contains working drawings of the ABFC assemblies. It is indexed by assembly number.

The above is only a brief overview of Advanced Base Functional Components. For more information, you should refer to the NAVFAC P-437, Volume 2.